

EXHIBIT 19c
REPORTING - A/P

| | | | Hrs/Rate | Amount |
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| Reporting - A/P | | | | |
| 3/2/2018 | CD | 19c Review FedEx invoice for amount due. | 0.1 | 0.00 |
| 5/7/2018 | CD | 19c Review email correspondence re: electrical invoice for sales trailer | 0.1 | 0.00 |
| 5/9/2018 | CD | 19c Review billing information re: sales trailer | 0.1 | 0.00 |
| 5/17/2018 | CD | 19c Input payables checks in schedule | 0.2 | 0.00 |
| 5/21/2018 | CD | 19c Input pending payable expense. | 0.1 | 0.00 |
| 5/24/2018 | CD | 19c Review pending payable expense | 0.1 | 0.00 |
| 5/29/2018 | CD | 19c Review payables invoice due | 0.1 | 0.00 |
| 6/4/2018 | CD | 19c Download and review Verizon payables invoice. Review email re: banner order. | 0.2 | 0.00 |
| 6/5/2018 | CD | 19c Prepare and mail payables check. | 0.2 | 0.00 |
| 6/5/2018 | CD | 19c Review payables invoices received. | 0.5 | 0.00 |
| 6/6/2018 | CD | 19c Preparation of payables checks. Update check register. | 0.5 | 0.00 |
| 6/7/2018 | CD | 19c Email correspondence re: payable check | 0.1 | 0.00 |
| 6/21/2018 | CD | 19c Review payables invoices and receipts. | 0.3 | 0.00 |
| 6/22/2018 | CD | 19c Review payables. | 0.1 | 0.00 |
| 7/2/2018 | CD | 19c Review information on payables. | 0.1 | 0.00 |
| 7/3/2018 | CD | 19c Review payables invoices/amounts due. | 0.3 | 0.00 |
| 7/5/2018 | CD | 19c Review and update payables information. | 0.6 | 0.00 |
| 7/6/2018 | CD | 19c Review and update payables information. Communication with bank re: bank account | 1.0 | 0.00 |
| 7/9/2018 | CD | 19c Call to Aqua PA re: invoices due | 0.1 | 0.00 |
| 7/10/2018 | CD | 19c Email correspondence to Aqua PA re: billing address | 0.1 | 0.00 |
| 7/10/2018 | CD | 19c Discussion with Aqua PA re: invoices and payment due from IVC | 0.3 | 0.00 |
| 7/16/2018 | CD | 19c Update payables information | 0.1 | 0.00 |
| 7/23/2018 | CD | 19c Update payables information | 0.1 | 0.00 |
| 7/23/2018 | CD | 19c Review Aqua invoices from June'17-June'18 | 0.2 | 0.00 |
| 7/23/2018 | CD | 19c Call Verizon re: billing | 0.5 | 0.00 |
| 7/24/2018 | CD | 19c Inquire on payables billing. | 0.1 | 0.00 |
| 8/6/2018 | CD | 19c Review payables invoices received in mail | 0.2 | 0.00 |
| 8/22/2018 | CD | 19c Call Verizon re: telephone service billing | 0.3 | 0.00 |
| 8/24/2018 | CD | 19c Review billing information re: sales trailer | 0.1 | 0.00 |
| 8/28/2018 | CD | 19c Call vendor re billing payment. Contact bank re stop payment on check. Received update on vendor information. | 0.4 | 0.00 |
| 8/31/2018 | CD | 19c Review Verizon bill, call to Verizon confirming billed service. | 0.3 | 0.00 |
| 9/6/2018 | CD | 19c Review payables invoice | 0.1 | 0.00 |
| 9/12/2018 | CD | 19c Review payables invoice | 0.1 | 0.00 |
| 9/17/2018 | CD | 19c Email correspondence re: payables. | 0.1 | 0.00 |
| 9/18/2018 | CD | 19c Work on vendor, payables issues. | 0.4 | 0.00 |
| 9/19/2018 | CD | 19c Work on payables update | 0.6 | 0.00 |
| 9/20/2018 | CD | 19c Work on payables issues. Discussion with vendor re: invoice billing | 0.7 | 0.00 |
| 9/24/2018 | CD | 19c Review files and emails re: payables invoices, amounts due, proposal | 1.1 | 0.00 |
| 9/25/2018 | CD | 19c Update payables schedule | 0.3 | 0.00 |
| 9/26/2018 | CD | 19c Update check register, payables schedule and review invoice | 1.0 | 0.00 |
| 10/1/2018 | CD | 19c Update payables expenses and check payments. Discussion with KOH re payables. Call to vendor re payables amount due | 1.8 | 0.00 |
| 10/2/2018 | CD | 19c Review payables invoices, update schedule and input payment. | 0.8 | 0.00 |
| 10/3/2018 | CD | 19c Review payables invoices and update payments | 1.5 | 0.00 |
| 10/4/2018 | CD | 19c Review and work on payables invoices and payments | 1.3 | 0.00 |
| 10/5/2018 | CD | 19c Review payables, update registers and files. | 3.3 | 0.00 |
| 10/8/2018 | CD | 19c Review emails re: vendor information and invoices for payables | 0.5 | 0.00 |
| 10/9/2018 | RB | 19c Calls with Carol Davis re: accounts payable information on various contractors | 0.8 | 0.00 |
| 10/9/2018 | CD | 19c Discussion with RB re: payables for various contractors | 0.8 | 0.00 |
| 10/9/2018 | CD | 19c Review payables invoices, update schedule. Prepare and mail payables checks, update register. | 1.5 | 0.00 |
| 10/10/2018 | RB | 19c Detailed review of invoices and compliance with budget; prepare required contractor payments and transmittal of same | 0.9 | 0.00 |
| 10/10/2018 | CD | 19c Review invoices from McGrath Draw, update payables. Prepare and mail payables check. Call Aqua PA re post petition invoices. | 1.7 | 0.00 |
| 10/10/2018 | CD | 19c Discussion with KOH re payables | 0.3 | 0.00 |
| 10/11/2018 | RB | 19c Work on cash management issues: review contractor invoices and generate payments; transmittal for same | 0.9 | 0.00 |

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| 10/11/2018 | CD | 19c Input payables check. Update vendor information and payables. | 1.6 | 0.00 |
| 10/12/2018 | CD | 19c Receive invoice and update payables. | 0.1 | 0.00 |
| 10/15/2018 | CD | 19c Review amount due on fee application | 0.2 | 0.00 |
| 10/16/2018 | CD | 19c Receive and review amounts due on payables invoices. Input payables check. | 0.8 | 0.00 |
| 10/17/2018 | RB | 19c Prepare necessary check payments | 0.7 | 0.00 |
| 10/17/2018 | CD | 19c Review information on payables. Input payables checks and update schedules. | 0.7 | 0.00 |
| 10/18/2018 | RB | 19c Prepare required check payments after invoice verification | 0.4 | 0.00 |
| 10/18/2018 | CD | 19c Receive and review amounts due on payables invoices. Input payables checks and update schedules. | 1.9 | 0.00 |
| 10/19/2018 | CD | 19c Receive and review amounts due on payables invoices. Input payables checks and update schedules. | 2.5 | 0.00 |
| 10/19/2018 | CD | 19c Review and update creditor list | 0.7 | 0.00 |
| 10/20/2018 | RB | 19c Initial review of Draw #2 from Kevin McGrath | 0.4 | 0.00 |
| 10/22/2018 | CD | 19c Review payables invoices in McGraw Draw #2 for construction cost allocation. | 0.9 | 0.00 |
| 10/22/2018 | CD | 19c Review emails re: payables invoices and agreement expense. Review and distribute payables mail received. | 0.5 | 0.00 |
| 10/23/2018 | RB | 19c Detailed review of Draw #2 submitted by Kevin McGrath for multiple contractors; review and cost verification of related invoices, make appropriate inquiries with KM and Bernie Sauer and preparation of payments for same | 5.9 | 0.00 |
| 10/24/2018 | CD | 19c Update registers for payables checks written 10/23. Prepare payables check. | 2.0 | 0.00 |
| 10/25/2018 | CD | 19c Update registers for payables checks written. Email correspondence re: release of payables check. | 0.4 | 0.00 |
| 10/26/2018 | CD | 19c Receive, review and distribute payables invoice received. | 0.1 | 0.00 |
| 10/29/2018 | CD | 19c Review payables invoice | 0.1 | 0.00 |
| 10/30/2018 | CD | 19c Input payables check. | 0.1 | 0.00 |
| 10/31/2018 | CD | 19c Review and update payables information | 0.3 | 0.00 |
| 11/1/2018 | CD | 19c Input payables check | 0.1 | 0.00 |
| 11/2/2018 | RB | 19c Review invoices received directly from subcontractors | 0.3 | 0.00 |
| 11/2/2018 | CD | 19c Receive and review payables statement. Input payables check. | 0.5 | 0.00 |
| 11/3/2018 | RB | 19c Initial review of Draw #3 invoices submitted by Kevin McGrath | 0.7 | 0.00 |
| 11/3/2018 | RB | 19c Verify satisfaction of draw request #2 submitted by Kevin McGrath and related followup | 1.2 | 0.00 |
| 11/5/2018 | RB | 19c Call with Brian Phillips of Inspire Bank re: contractor payment | 0.1 | 0.00 |
| 11/5/2018 | CD | 19c Receive, review and distribute payables information. Prepare and input payables checks and update registers. | 1.9 | 0.00 |
| 11/6/2018 | RB | 19c Detailed review of initial and additional items to Draw #3, review invoices, verify accuracy and satisfactory performance, obtain required tax docs and prep of pmts. | 4.4 | 0.00 |
| 11/6/2018 | CD | 19c Receive and review payables invoices. Email correspondence re: same. | 1.2 | 0.00 |
| 11/7/2018 | RB | 19c Review of additional contractors added to Draw #3 and perform review of invoices, verify accuracy and satisfaction of work and prep of pmts | 2.9 | 0.00 |
| 11/7/2018 | CD | 19c Preparation and input payables checks. Update register. | 1.0 | 0.00 |
| 11/8/2018 | CD | 19c Input payables checks. | 0.4 | 0.00 |
| 11/8/2018 | CD | 19c Email check payment detail to RB | 0.1 | 0.00 |
| 11/9/2018 | CD | 19c Review and reconcile to bank account balances. | 0.1 | 0.00 |
| 11/9/2018 | CD | 19c Discussion with KOH re: payables issues. | 0.1 | 0.00 |
| 11/9/2018 | CD | 19c Prepare payables checks and update register. Calls re: ACH withdrawals | 0.5 | 0.00 |
| 11/13/2018 | CD | 19c Input payables check and file | 0.2 | 0.00 |
| 11/14/2018 | CD | 19c Receive and forward payables invoices to RB and McGrath. Prepare payables check. Review email correspondence re: payables invoices | 0.8 | 0.00 |
| 11/15/2018 | CD | 19c Review payables information in Draw #4 from construction manager. | 0.9 | 0.00 |
| 11/16/2018 | RB | 19c Work with Kevin McGrath on additional information needed to complete processing of draw | 0.7 | 0.00 |
| 11/16/2018 | CD | 19c Review payables invoices and payments. Update register. | 2.3 | 0.00 |
| 11/17/2018 | RB | 19c Completion of processing of draw request #4 and related documentation | 3.9 | 0.00 |
| 11/19/2018 | CD | 19c Input payables checks in registers. | 1.5 | 0.00 |
| 11/20/2018 | CD | 19c Review mail received and distribute - Invoices, Insurance cert for sub | 0.9 | 0.00 |
| 11/20/2018 | CD | 19c Received W-9 for vendor. | 0.1 | 0.00 |
| 11/27/2018 | RB | 19c Calls to certain contractors confirming payment information | 0.4 | 0.00 |

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| 11/28/2018 | CD | 19c Input payables checks. | | 0.4 | 0.00 |
| 11/28/2018 | CD | 19c Calls re vendor invoice | | 0.2 | 0.00 |
| 11/29/2018 | RB | 19c Initial work on Draw #5 invoices (review and verification of invoices, processing payments, etc.) | | 6.9 | 0.00 |
| 11/29/2018 | CD | 19c Prepare payables check and update register | | 0.3 | 0.00 |
| 11/30/2018 | RB | 19c Process Draw #5: review and verify invoices, process payments | | 3.8 | 0.00 |
| 11/30/2018 | CD | 19c Input payables check | | 0.1 | 0.00 |
| 11/30/2018 | CD | 19c Review check copies and input payables checks | | 1.2 | 0.00 |
| 12/1/2018 | RB | 19c Continue processing of Draw #5 | | 0.6 | 0.00 |
| 12/2/2018 | RB | 19c Review contractor invoice received directly | | 0.1 | 0.00 |
| 12/3/2018 | CD | 19c Review McGrath Draft 5 invoice summary | | 0.2 | 0.00 |
| 12/3/2018 | CD | 19c Receive and review invoice. Prepare payables check and updated register. Call vendor re invoice charge. | | 0.8 | 0.00 |
| 12/4/2018 | CD | 19c Receive and review invoices received in the mail. Email correspondence re same. | | 1.3 | 0.00 |
| 12/5/2018 | CD | 19c Input payables check. Review email correspondence re: invoices. | | 0.5 | 0.00 |
| 12/6/2018 | CD | 19c Review emails re: construction payments and documents | | 0.3 | 0.00 |
| 12/6/2018 | CD | 19c Receive and review vendor invoice. | | 0.1 | 0.00 |
| 12/7/2018 | CD | 19c Input payables checks. | | 0.5 | 0.00 |
| 12/10/2018 | CD | 19c Receive and distribute payables invoice. | | 0.1 | 0.00 |
| 12/11/2018 | CD | 19c Prepare payables checks and update payables in register. Receive and distribute payables invoices. | | 2.2 | 0.00 |
| 12/12/2018 | RB | 19c Begin detailed work on Draw #6: reviewing invoices, determine adequacy of work and support and preparation of payments | | 5.7 | 0.00 |
| 12/12/2018 | RB | 19c Obtain information required for credit apps for potential suppliers and complete multiple apps and related followup | | 2.3 | 0.00 |
| 12/12/2018 | CD | 19c Email correspondence re sub contractor credit app. Received and distributed payables invoices. | | 0.3 | 0.00 |
| 12/13/2018 | RB | 19c Prepare credit applications for additional potential suppliers; obtain notarial certification when required and transmittal of same | | 1.4 | 0.00 |
| 12/13/2018 | RB | 19c Continue processing Draw #6 | | 7.8 | 0.00 |
| 12/13/2018 | CD | 19c Input payables checks. | | 0.5 | 0.00 |
| 12/13/2018 | CD | 19c Review payables documents for vendors | | 0.4 | 0.00 |
| 12/14/2018 | CD | 19c Review and reconcile to bank account balances. | | 0.3 | 0.00 |
| 12/14/2018 | CD | 19c Receive and input payables checks written for Draw 6. Prepare additional payables checks, input in register and update files | | 3.2 | 0.00 |
| 12/17/2018 | CD | 19c Receive and review payables invoice | | 0.1 | 0.00 |
| 12/17/2018 | CD | 19c Review email correspondence re: vendor credit app | | 0.1 | 0.00 |
| 12/17/2018 | CD | 19c Prepare payables check and update register | | 0.3 | 0.00 |
| 12/19/2018 | RB | 19c Work related to specific contractor's payment requirements: call with check verification company (.4), call to Estate's Bank for possible assistance (.1) and development of more efficient process for future payments (.3) | | 0.8 | 0.00 |
| 12/19/2019 | CD | 19c Work on obtaining required form of payment for contractor and shipment of payment. Email correspondence re: credit app | | 1.8 | 0.00 |
| 12/19/2018 | CD | 19c Review email correspondence re: checks issued. Update check register. | | 0.3 | 0.00 |
| 12/19/2018 | CD | 19c Receive and distribute payables invoice. | | 0.1 | 0.00 |
| 12/20/2018 | RB | 19c Initial review of Draw #7; work with Bernie Sauer re: streamlining process and timing; preparation of contractor checks for distribution next day | | 4.8 | 0.00 |
| 12/20/2018 | CD | 19c Prepare and input in register payables checks. | | 0.6 | 0.00 |
| 12/21/2018 | RB | 19c Work on Draw #7 (review of invoices, resolve pricing issues, prep of checks, etc.) | | 1.3 | 0.00 |
| 12/21/2018 | RB | 19c Calls with Carol Davis re: cash management coordination issues and Draw #7 issues | | 0.6 | 0.00 |
| 12/21/2018 | CD | 19c Input payables checks in registers. | | 0.9 | 0.00 |
| 12/21/2018 | CD | 19c Update W-9 information for contractors. | | 0.9 | 0.00 |
| 12/22/2018 | RB | 19c Continue work on Draw #7 | | 1.1 | 0.00 |
| 12/22/2018 | CD | 19c Receive, review and distribute payables invoices. | | 0.7 | 0.00 |
| 12/24/2018 | RB | 19c Continue work on Draw #7 | | 0.7 | 0.00 |
| 12/27/2018 | RB | 19c Continue work on Draw #7 | | 1.3 | 0.00 |
| 12/27/2018 | CD | 19c Input payables checks in registers. | | 0.3 | 0.00 |
| 12/28/2018 | RB | 19c Continue review of payment requests and process payments for Draw #7 | | 3.8 | 0.00 |
| 12/30/2018 | RB | 19c Continue work on Draw #7 | | 1.4 | 0.00 |
| 12/31/2018 | CD | 19c Review email correspondence re: payables checks and invoices. | | 0.9 | 0.00 |

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| 12/31/2018 | CD | 19c Receive and review mail related to payables. | 0.6 | 0.00 |
| 1/2/2019 | CD | 19c Received and review payables invoices. | 0.3 | 0.00 |
| 1/2/2019 | CD | 19c Input payables checks and update register. | 2.4 | 0.00 |
| 1/3/2019 | CD | 19c Prepare payables checks. | 0.5 | 0.00 |
| 1/3/2019 | CD | 19c Receive and distribute payables invoice. | 0.6 | 0.00 |
| 1/4/2019 | RB | 19c Review of detailed invoices from building service vendors, suppliers, and site improvement contractors; prepare payments and transmittal of same | 2.9 | 0.00 |
| 1/4/2019 | CD | 19c Input payables checks. | 0.4 | 0.00 |
| 1/4/2019 | CD | 19c Review 2018 vendor payments and documents for 1099's. | 2.0 | 0.00 |
| 1/6/2019 | RB | 19c Review, confirm approval and prepare necessary payments prior to draw and transmittal of same | 1.4 | 0.00 |
| 1/7/2019 | CD | 19c Receive payables information for vendor. | 0.2 | 0.00 |
| 1/7/2019 | CD | 19c Input payables checks. | 0.2 | 0.00 |
| 1/8/2019 | RB | 19c Message to Mycle Gorman of Design Works re: sales office furniture billing | 0.1 | 0.00 |
| 1/8/2019 | RB | 19c Initial review of Draw#8 (funding required, overview of invoices, etc.) | 3.4 | 0.00 |
| 1/8/2019 | CD | 19c Receive, review and distribute payables invoices. | 0.8 | 0.00 |
| 1/8/2019 | CD | 19c Work on summary of vendor payments for 2018. | 1.0 | 0.00 |
| 1/9/2019 | RB | 19c Begin work on Draw #8 processing | 5.2 | 0.00 |
| 1/9/2019 | CD | 19c Receive draw package | 0.1 | 0.00 |
| 1/9/2019 | CD | 19c Prepare and input payables checks in register. | 1.4 | 0.00 |
| 1/10/2019 | RB | 19c Continue work on Draw #8 | 5.7 | 0.00 |
| 1/10/2019 | CD | 19c Review payables in draw. | 0.7 | 0.00 |
| 1/11/2019 | RB | 19c Continue processing on Draw#8 | 5.4 | 0.00 |
| 1/11/2019 | CD | 19c Received payables invoice. Input payables checks in register and update files. | 2.7 | 0.00 |
| 1/11/2019 | CD | 19c Work on obtaining required form of payment for contractor and shipment of payment. | 2.1 | 0.00 |
| 1/15/2019 | RB | 19c Review, confirm approval and prepare necessary payments prior to draw or outside of normal draw process and transmittal of same | 1.2 | 0.00 |
| 1/15/2019 | RB | 19c Initial review of Draw#9 (funding required, overview of invoices, etc.) and begin processing of same | 2.6 | 0.00 |
| 1/15/2019 | CD | 19c Receive, review and scan payables invoices. | 0.7 | 0.00 |
| 1/16/2019 | RB | 19c Work on Draw #9 processing | 4.4 | 0.00 |
| 1/16/2019 | CD | 19c Review draw information, email correspondence re checks issued. Input payables checks in register and update files. | 1.4 | 0.00 |
| 1/17/2019 | RB | 19c Continue work on Draw #9 | 5.9 | 0.00 |
| 1/18/2019 | RB | 19c Continue processing on Draw#9 | 3.1 | 0.00 |
| 1/18/2019 | CD | 19c Input payables checks in register. Review email re: payables invoice. | 0.5 | 0.00 |
| 1/21/2019 | RB | 19c Review and process remaining payments requests from Draw #9; determine satisfaction of related contractor work, including partial release work | 2.4 | 0.00 |
| 1/21/2019 | CD | 19c Input payables checks in register. Prepare payables check. | 1.6 | 0.00 |
| 1/21/2019 | CD | 19c Review email correspondence re: payables invoices. Review Draw invoices. | 0.7 | 0.00 |
| 1/22/2019 | RB | 19c Handle review and processing of payments needed between draws | 0.8 | 0.00 |
| 1/22/2019 | RB | 19c Initial review of Draw#10 (funding required, overview of invoices, etc.) | 1.3 | 0.00 |
| 1/22/2019 | CD | 19c Review email correspondence re payables invoices | 0.5 | 0.00 |
| 1/22/2019 | CD | 19c Input payables check in register and update files | 1.0 | 0.00 |
| 1/23/2019 | RB | 19c Begin work on Draw #10 processing | 5.7 | 0.00 |
| 1/23/2019 | CD | 19c Input payables checks for Draw #10 | 1.8 | 0.00 |
| 1/24/2019 | RB | 19c Continue work on Draw #10 | 2.3 | 0.00 |
| 1/24/2019 | CD | 19c Input payables checks in register and update files. Update vendor information. | 2.9 | 0.00 |
| 1/25/2019 | CD | 19c Input payables checks | 1.5 | 0.00 |
| 1/29/2019 | RB | 19c Review invoices received outside of normal draw procedures and preparation of payments of same | 0.6 | 0.00 |
| 1/29/2019 | CD | 19c Update payables reporting. | 0.2 | 0.00 |
| 1/30/2019 | RB | 19c Review invoices received outside of normal draw procedures and preparation of payments of same | 0.4 | 0.00 |
| 1/30/2019 | CD | 19c Update payables reporting. Review remittance advices to payables. | 2.4 | 0.00 |
| 1/31/2019 | RB | 19c Initial overall review and begin work on Draw #11 | 7.9 | 0.00 |
| 1/31/2019 | CD | 19c Email correspondence re payables checks | 0.2 | 0.00 |
| 2/1/2019 | RB | 19c Continue processing Draw#11 | 5.6 | 0.00 |

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| 2/1/2019 | CD | 19c Email correspondence re payables checks | 0.2 | 0.00 |
| 2/1/2019 | CD | 19c Input payables checks in register. | 1.9 | 0.00 |
| 2/5/2019 | RB | 19c Review and process open invoice payment for contractor from previous draw; generate related summary information and partial release form to be executed | 0.4 | 0.00 |
| 2/6/2019 | RB | 19c Meet with Clint DeNucci of DeNucci Excavating Corp. re: partial release forms and payables projections | 0.3 | 0.00 |
| 2/6/2019 | RB | 19c Initial review of Draw #12 and begin processing | 3.4 | 0.00 |
| 2/6/2019 | CD | 19c Input payables checks in register. | 0.3 | 0.00 |
| 2/7/2019 | RB | 19c Calls with Carol Davis re: case issues | 0.4 | 0.00 |
| 2/7/2019 | RB | 19c Continue work on Draw #12 | 5.7 | 0.00 |
| 2/7/2019 | CD | 19c Received Draw #12 information. Input payables check | 0.2 | 0.00 |
| 2/7/2019 | CD | 19c Calls with RB re electric bills for units | 0.4 | 0.00 |
| 2/8/2019 | RB | 19c Continue processing Draw#12 | 2.7 | 0.00 |
| 2/8/2019 | CD | 19c Review payables bills received in mail and distribute as needed | 0.8 | 0.00 |
| 2/10/2019 | CD | 19c Review mail received and email correspondence re payables | 1.1 | 0.00 |
| 2/11/2019 | RB | 19c Review of contractor statement received | 0.1 | 0.00 |
| 2/11/2019 | CD | 19c Input payables checks in register. | 0.9 | 0.00 |
| 2/12/2019 | RB | 19c Work with Contractors on Partial Release forms | 1.3 | 0.00 |
| 2/12/2019 | RB | 19c Continue processing of Draw #12 | 5.6 | 0.00 |
| 2/12/2019 | CD | 19c Input payables checks in register and update payables files. Email correspondence re invoice charge. | 2.3 | 0.00 |
| 2/13/2019 | RB | 19c Continue work on Draw #12 | 5.4 | 0.00 |
| 2/13/2019 | RB | 19c Initial review and begin work on Draw #13 | 1.3 | 0.00 |
| 2/13/2019 | CD | 19c Prepare and input payables checks in register. | 1.4 | 0.00 |
| 2/14/2019 | RB | 19c Calls with Carol Davis re: case issues | 0.3 | 0.00 |
| 2/14/2019 | RB | 19c Continue work on Draw #13 and interim invoices received requiring immediate consideration | 5.7 | 0.00 |
| 2/14/2019 | CD | 19c Review mail received re payables | 0.7 | 0.00 |
| 2/14/2019 | CD | 19c Review email correspondence re payables invoice. Input payables checks and update files. | 2.7 | 0.00 |
| 2/14/2019 | CD | 19c Calls with RB re case issues/contractor invoice | 0.3 | 0.00 |
| 2/15/2019 | RB | 19c Continue processing on Draw#13 | 1.2 | 0.00 |
| 2/15/2019 | RB | 19c Calls with Carol Davis re: case issues (accounts payable; cash management) | 1.3 | 0.00 |
| 2/15/2019 | CD | 19c Email correspondence re payables checks and invoices | 0.3 | 0.00 |
| 2/15/2019 | CD | 19c Calls with RB re accounts payables cash management | 1.3 | 0.00 |
| 2/15/2019 | CD | 19c Input payables checks in register | 0.6 | 0.00 |
| 2/15/2019 | CD | 19c Preparation of remittance advices for Draw #13 invoices. | 3.3 | 0.00 |
| 2/16/2019 | RB | 19c Prepare special payment for contractor and related paperwork | 0.6 | 0.00 |
| 2/18/2019 | RB | 19c Continue work on Draw #13 | 3.3 | 0.00 |
| 2/18/2019 | CD | 19c Input payables checks. Received payables invoice by email, forward to appropriate parties. | 1.1 | 0.00 |
| 2/18/2019 | CD | 19c Review vendor daily work orders to payables invoice and prepare remittance advice. | 1.4 | 0.00 |
| 2/18/2019 | CD | 19c Calls with RB re remittance advice info input and cash management | 0.2 | 0.00 |
| 2/19/2019 | RB | 19c Meet with Contractor re: billing issues and partial release issues | 0.4 | 0.00 |
| 2/19/2019 | RB | 19c Continue work on Draw #13 and essential other payments | 8.4 | 0.00 |
| 2/20/2019 | RB | 19c Begin work on Draw #8 processing | 0.0 | 0.00 |
| 2/20/2019 | RB | 19c Calls with Carol Davis re: case issues: remittance advice input coordination; cash management; and contractor issues | 0.7 | 0.00 |
| 2/20/2019 | RB | 19c Continue work on Draw #13 and residual payments | 3.4 | 0.00 |
| 2/20/2019 | CD | 19c Input payables checks in register and update payables files. Review email correspondence re payables invoice in Draw #13 | 3.6 | 0.00 |
| 2/20/2019 | CD | 19c Calls with RB re remittance advice input, cash management and contractor issues. | 0.7 | 0.00 |
| 2/21/2019 | RB | 19c Continue work on Draw #13 and other critical payments | 3.9 | 0.00 |
| 2/21/2019 | CD | 19c Receive and input payables checks in register | 1.0 | 0.00 |
| 2/22/2019 | RB | 19c Meet with contractor re: partial release forms and confirmation letter of services | 0.4 | 0.00 |
| 2/22/2019 | RB | 19c Review and prepare payments requested outside of regular draws | 0.4 | 0.00 |
| 2/22/2019 | CD | 19c Update registers for payroll transactions. | 0.6 | 0.00 |
| 2/22/2019 | CD | 19c Input payables checks in registers. Email correspondence re Draw #13 invoice issues. | 1.9 | 0.00 |

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| 2/22/2019 | CD | 19c Review PECO bills, contact PECO re billing, payments and billing address | 0.8 | 0.00 |
| 2/25/2019 | RB | 19c Calls with Carol re: cash management and accounts payable issues | 0.3 | 0.00 |
| 2/25/2019 | CD | 19c Review email correspondence re: payables and other case issues | 0.8 | 0.00 |
| 2/25/2019 | CD | 19c Calls with RB re cash management and accounts payable issues | 0.3 | 0.00 |
| 2/26/2019 | RB | 19c Finalize Draw #13 | 0.9 | 0.00 |
| 2/26/2019 | CD | 19c Receive and input payables checks in register | 0.4 | 0.00 |
| 2/26/2019 | CD | 19c Call PECO and prepare address change summary for electric bills on buildings 2 & 4 | 0.4 | 0.00 |
| 2/27/2019 | RB | 19c Initial review and begin work on Draw #14 processing | 5.4 | 0.00 |
| 2/27/2019 | CD | 19c Review Draw #14 invoices. Prepare remittance advices for payables | 4.4 | 0.00 |
| 2/28/2019 | RB | 19c Complete work on Draw #14 | 2.7 | 0.00 |
| 2/28/2019 | RB | 19c Calls with Carol Davis re: case issues | 0.3 | 0.00 |
| 2/28/2019 | CD | 19c Review payables bills received in mail and distribute as needed. Input payables checks in registers and update files. Prepare payables check. | 3.6 | 0.00 |
| 2/28/2019 | CD | 19c Calls with RB re case issues (mgmt fee check) | 0.3 | 0.00 |
| 3/1/2019 | CD | 19c Email correspondence with RB re payables vendor and forward payables invoice | 0.3 | 0.00 |
| 3/3/2019 | RB | 19c Prepare essential payments between draws | 0.4 | 0.00 |
| 3/4/2019 | RB | 19c Prepare essential payments between draws (review & confirm invoices, remittance advice analysis, etc.) | 1.9 | 0.00 |
| 3/4/2019 | CD | 19c Review payables invoices received in mail and distribute as needed. Email correspondence re telephone bill. Input payables checks | 1.3 | 0.00 |
| 3/5/2019 | RB | 19c Prepare essential payments between draws | 0.1 | 0.00 |
| 3/5/2019 | CD | 19c Receive and input payables checks | 0.4 | 0.00 |
| 3/5/2019 | CD | 19c Prepare summary worksheet of contractor invoices | 3.8 | 0.00 |
| 3/6/2019 | CD | 19c Email correspondence re credit for telephone bill. | 0.3 | 0.00 |
| 3/6/2019 | CD | 19c Calls with RB re Contractor remittance info and cash management | 0.6 | 0.00 |
| 3/7/2019 | RB | 19c Prepare essential payments between draws | 0.3 | 0.00 |
| 3/7/2019 | CD | 19c Update payables entries in register. Download payroll reports. Review payables invoice.. | 1.5 | 0.00 |
| 3/7/2019 | CD | 19c Calls with RB re cash management and contractor remittance | 0.4 | 0.00 |
| 3/8/2019 | RB | 19c Initial review and begin work on Draw #15 | 1.3 | 0.00 |
| 3/8/2019 | RB | 19c Meet with Contractor re: execution of partial release form | 0.2 | 0.00 |
| 3/8/2019 | RB | 19c Meet with Contractor re: invoicing issues | 0.1 | 0.00 |
| 3/8/2019 | CD | 19c Review payables mail received and disburse as needed. | 0.8 | 0.00 |
| 3/8/2019 | CD | 19c Input payables check. Review payables invoice received. Review emails re Draw #15 payables. | 0.7 | 0.00 |
| 3/8/2019 | CD | 19c Call to PECO to confirm billing address on payables invoices for units | 0.5 | 0.00 |
| 3/8/2019 | CD | 19c Input remittance advices for payables for Draw #15 | 1.2 | 0.00 |
| 3/11/2019 | RB | 19c Work on Draw #15 | 0.6 | 0.00 |
| 3/11/2019 | CD | 19c Input payables check. Update payables in register. Review payables mail received and distribute as needed. | 1.2 | 0.00 |
| 3/11/2019 | CD | 19c Update vendor worksheet of invoices. | 2.4 | 0.00 |
| 3/12/2019 | RB | 19c Work on critical payables issues between draws | 1.7 | 0.00 |
| 3/13/2019 | RB | 19c Review partial release received from contractor and related follow-up | 0.2 | 0.00 |
| 3/13/2019 | CD | 19c Received payables invoices, distribute to RB and BS. Review PECO invoices. Input payables checks | 1.3 | 0.00 |
| 3/13/2019 | CD | 19c Update vendor worksheet of invoices. | 3.8 | 0.00 |
| 3/14/2019 | RB | 19c Prepare essential payments between draws | 0.9 | 0.00 |
| 3/14/2019 | RB | 19c Work on Draw #15 | 1.3 | 0.00 |
| 3/14/2019 | CD | 19c Prepare payables checks and update register. Input payables checks. | 0.9 | 0.00 |
| 3/15/2019 | RB | 19c Work on Draw #15 | 2.1 | 0.00 |
| 3/15/2019 | RB | 19c Meet with Contractor re: partial release | 0.1 | 0.00 |
| 3/15/2019 | CD | 19c Input payables checks. Prepare remittance advice for payables invoices. Update payables files. | 2.0 | 0.00 |
| 3/16/2019 | CD | 19c Review payables invoices received in mail. Prepare remittance advice. | 0.7 | 0.00 |
| 3/18/2019 | RB | 19c Initial review of and begin work on Draw #16: examine detail of specific invoices | 4.3 | 0.00 |
| 3/18/2019 | CD | 19c Scan and email PECO bills to Kevin McGrath, RB, Bernie for review | 0.5 | 0.00 |
| 3/18/2019 | CD | 19c Preparation of payables check and update of register for payables checks written. Review payables invoices | 1.2 | 0.00 |
| 3/18/2019 | CD | 19c Update vendor worksheet of invoices. | 1.3 | 0.00 |
| 3/19/2019 | RB | 19c Review invoices and prepare payments for items outside of draw; analyze costs of same | 2.2 | 0.00 |

| 3/19/2019 | RB | 19c Continue review of Draw#16 & begin processing payments for same | 3.7 | 0.00 | |
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| 3/19/2019 | CD | 19c Update vendor worksheet of invoices. | 3.1 | 0.00 | |
| 3/19/2019 | CD | 19c Prepare payables check. Receive payables invoice and distribute as needed. | 0.7 | 0.00 | |
| 3/20/2019 | RB | 19c Continue work on Draw #16 | 0.8 | 0.00 | |
| 3/20/2019 | RB | 19c Calls with Carol Davis re: case issues | 0.6 | 0.00 | |
| 3/20/2019 | CD | 19c Input payables checks in registers. Received and review list of invoices from Draw #16 | 4.0 | 0.00 | |
| 3/20/2019 | CD | 19c Calls with RB re payables, checks | 0.6 | 0.00 | |
| 3/21/2019 | RB | 19c Prepare essential payments between draws | 0.9 | 0.00 | |
| 3/21/2019 | CD | 19c Print Draw #16 invoices. Begin preparation of remittance advices for Draw #16 payables. | 2.2 | 0.00 | |
| 3/21/2019 | CD | 19c Input payables checks | 0.2 | 0.00 | |
| 3/22/2019 | CD | 19c Received payables invoice, distribute to RB and BS. | 0.1 | 0.00 | |
| 3/25/2019 | CD | 19c Review invoices to Draw #16 for remittance advices. | 0.5 | 0.00 | |
| 3/25/2019 | CD | 19c Received payables invoice, distribute to RB and BS. | 0.1 | 0.00 | |
| 3/26/2019 | CD | 19c Received payables invoice, distribute to RB and BS. | 0.1 | 0.00 | |
| 3/26/2019 | CD | 19c Review email correspondence re: amount due for permits | 0.1 | 0.00 | |
| 3/27/2019 | CD | 19c Review invoices and prepare remittance advices for Draw #16 | 3.9 | 0.00 | |
| 3/27/2019 | CD | 19c Received payables invoice, distribute to RB and BS. | 0.1 | 0.00 | |
| 3/28/2019 | RB | 19c Prepare essential payments between draws and determine cash management needs | 1.4 | 0.00 | |
| 3/28/2019 | CD | 19c Received payables invoice | 0.1 | 0.00 | |
| 3/29/2019 | CD | 19c Input payables checks | 1.9 | 0.00 | |
| 3/29/2019 | CD | 19c Received payables invoice, distribute to RB and BS. | 0.1 | 0.00 | |
| 4/1/2019 | RB | 19c Coordination of cash management and contractor payables issues | 1.8 | 0.00 | |
| 4/1/2019 | CD | 19c Receive and review payables invoices, distribute as needed. Receive payroll reports. | 0.4 | 0.00 | |
| 4/2/2019 | RB | 19c Review invoices and prepare payments for items outside of draw; analyze costs of same | 2.8 | 0.00 | |
| 4/2/2019 | RB | 19c Work on Draw #16 & initial review and begin work on Draw #17 | 5.7 | 0.00 | |
| 4/2/2019 | CD | 19c Receive and review payables invoice. | 0.1 | 0.00 | |
| 4/2/2019 | CD | 19c Prepare and Input payables checks. Review email correspondence re payables. | 1.8 | 0.00 | |
| 4/3/2019 | RB | 19c Calls with Carol Davis re: case issues | 1.1 | 0.00 | |
| 4/3/2019 | CD | 19c Prepare and Input payables checks and payroll. | 2.6 | 0.00 | |
| 4/3/2019 | CD | 19c Calls with RB re draw review, invoices | 1.1 | 0.00 | |
| 4/3/2019 | CD | 19c Review Draw #17 and print invoices | 1.2 | 0.00 | |
| 4/4/2019 | RB | 19c Work on Draw #17 | 7.3 | 0.00 | |
| 4/4/2019 | CD | 19c Input payables checks. Received payables invoices | 0.4 | 0.00 | |
| 4/4/2019 | CD | 19c Preparation of remittance advices for payables invoices from Draw #17 | 4.3 | 0.00 | |
| 4/5/2019 | RB | 19c Continue work on Draw#17 | 2.2 | 0.00 | |
| 4/5/2019 | RB | 19c Call with Jen at Onur Marble & Granite re: partial release execution | 0.1 | 0.00 | |
| 4/5/2019 | CD | 19c Receive and review payables invoices | 0.4 | 0.00 | |
| 4/5/2019 | CD | 19c Input payables checks. | 2.0 | 0.00 | |
| 4/7/2019 | RB | 19c Continue work on Draw #17 issues and cash needs | 0.9 | 0.00 | |
| 4/8/2019 | CD | 19c Receive and review payables invoices. | 0.9 | 0.00 | |
| 4/8/2019 | CD | 19c Email correspondence re payables checks and options for townhouses and review of same. | 0.6 | 0.00 | |
| 4/8/2019 | CD | 19c Input invoices in remittance advices for payables | 0.5 | 0.00 | |
| 4/9/2019 | RB | 19c Call with Contractor re: partial release and payment issues | 0.1 | 0.00 | |
| 4/9/2019 | RB | 19c Prepare requirements and related info for essential payments between draws | 0.8 | 0.00 | |
| 4/9/2019 | RB | 19c Continue work on Draw #17 | 2.7 | 0.00 | |
| 4/9/2019 | CD | 19c Work with Verizon on adjustment to telephone bill. | 0.5 | 0.00 | |
| 4/9/2019 | CD | 19c Update register for payables checks. | 0.3 | 0.00 | |
| 4/10/2019 | CD | 19c Input payables checks. Input payables invoices in remittance advices. Review PECO bills for units, call PECO re missing invoices. | 3.6 | 0.00 | |
| 4/11/2019 | RB | 19c Work on Draw #17 | 3.4 | 0.00 | |
| 4/11/2019 | CD | 19c Review mail received, scan and distribute. Update registers for payables checks. Prepare payables checks | 4.3 | 0.00 | |
| 4/12/2019 | RB | 19c Continue work on Draw#17 | 0.8 | 0.00 | |
| 4/12/2019 | CD | 19c Input payables checks | 0.7 | 0.00 | |
| 4/15/2019 | RB | 19c Continue work on Draw #17; verify partial releases from contractors | 4.3 | 0.00 | |

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| 4/15/2019 | CD | 19c Review mail received, scan and distribute. Update registers for payables checks. | 0.9 | 0.00 |
| 4/16/2019 | RB | 19c Prepare requirements and related info for essential payments between draws | 0.7 | 0.00 |
| 4/16/2019 | RB | 19c Initial review of Draw #18 & related organization/planning | 1.3 | 0.00 |
| 4/16/2019 | CD | 19c Received and input payables checks. Input invoices in remittance advices for payables. Review payables invoice | 2.9 | 0.00 |
| 4/17/2019 | RB | 19c Work on Draw #18 | 1.3 | 0.00 |
| 4/17/2019 | CD | 19c Review Draw #18 invoices and input payables invoices in remittance advices. | 3.4 | 0.00 |
| 4/17/2019 | CD | 19c Input payables checks in registers. | 0.9 | 0.00 |
| 4/18/2019 | RB | 19c Work on Draw #18 and other cash management/payables issues | 4.1 | 0.00 |
| 4/18/2019 | RB | 19c Meet with Andy Lasner re: possible savings on PECO bills | 0.8 | 0.00 |
| 4/18/2019 | CD | 19c Review mail received, scan and distribute. Input payables checks, update payables files. | 2.2 | 0.00 |
| 4/19/2019 | RB | 19c Review invoices received from Shelly's for lumber | 0.4 | 0.00 |
| 4/19/2019 | RB | 19c Continue work on Draw#18 and cash management coordination/planning | 1.7 | 0.00 |
| 4/19/2019 | CD | 19c Receive payables invoices and input in remittance advices. Input payables checks | 1.1 | 0.00 |
| 4/20/2019 | RB | 19c Review invoices received from Shelly's for lumber | 0.3 | 0.00 |
| 4/23/2019 | RB | 19c Review invoices received from Shelly's for lumber | 0.4 | 0.00 |
| 4/23/2019 | CD | 19c Review payables mail. Prepare payables check. Input payables checks. | 2.6 | 0.00 |
| 4/23/2019 | CD | 19c Input payables invoices in remittance advices | 0.3 | 0.00 |
| 4/24/2019 | RB | 19c Handle critical payments not on draws | 0.7 | 0.00 |
| 4/24/2019 | RB | 19c Review partial releases obtained from various contractors | 0.2 | 0.00 |
| 4/24/2019 | CD | 19c Received Shelly's invoices and input in remittance advices | 0.2 | 0.00 |
| 4/24/2019 | CD | 19c Input payables checks. | 0.3 | 0.00 |
| 4/25/2019 | CD | 19c Input payables checks | 0.4 | 0.00 |
| 4/26/2019 | RB | 19c Review invoices received from Shelly's for lumber | 0.2 | 0.00 |
| 4/26/2019 | RB | 19c Call with Andy Lasner of Stream Energy re: PECO account savings | 0.2 | 0.00 |
| 4/26/2019 | RB | 19c Handle critical payments not on draws | 0.4 | 0.00 |
| 4/26/2019 | CD | 19c Input Shelly's payables invoices in remittance advices | 0.2 | 0.00 |
| 4/26/2019 | CD | 19c Input payables check | 0.4 | 0.00 |
| 4/27/2019 | RB | 19c Review invoices received from Shelly's for lumber | 0.2 | 0.00 |
| 4/29/2019 | CD | 19c Receive and review payables invoices | 0.9 | 0.00 |
| 4/30/2019 | RB | 19c Continue work on various draw matters including initial review and organization of Draw #19 control worksheet | 4.8 | 0.00 |
| 4/30/2019 | RB | 19c Message from Andy Lasner of Stream Energy re: PECO account savings | 0.1 | 0.00 |
| 4/30/2019 | CD | 19c Email correspondence re payables invoices | 0.2 | 0.00 |
| 4/30/2019 | CD | 19c Download Draw information | 0.1 | 0.00 |
| 4/30/2019 | CD | 19c Receive and review payables invoices. Distribute as necessary | 0.5 | 0.00 |
| 4/30/2019 | CD | 19c Input payables checks in registers, update payables files | 2.3 | 0.00 |
| 5/1/2019 | CD | 19c Received and review payables invoices. Input payables in remittance advice forms. Prepare and input payables checks. Update payables files. | 4.6 | 0.00 |
| 5/2/2019 | RB | 19c Call with Andy Lasner re: energy bill savings | 0.3 | 0.00 |
| 5/2/2019 | RB | 19c Call with Andy Lasner re: energy bill savings | 0.3 | 0.00 |
| 5/2/2019 | RB | 19c Monitor budget compliance/partial release form status and other payables issues | 2.2 | 0.00 |
| 5/2/2019 | CD | 19c Review register/check input. | 0.5 | 0.00 |
| 5/2/2019 | CD | 19c Review vendor statement for amounts due and paid. | 0.2 | 0.00 |
| 5/2/2019 | CD | 19c Receive and review payables invoice. Scan and distribute copies. | 0.6 | 0.00 |
| 5/3/2019 | RB | 19c Review invoices received from Shelly's for lumber | 0.1 | 0.00 |
| 5/3/2019 | CD | 19c Input payables check. Email correspondence re payables check. | 0.4 | 0.00 |
| 5/4/2019 | RB | 19c Organize and provide PECO bills information to pursue potential cost savings | 1.1 | 0.00 |
| 5/6/2019 | CD | 19c Receive and review payables invoices. Email correspondence re utility bills. | 0.9 | 0.00 |
| 5/7/2019 | RB | 19c Work with Andy Lasner of Stream Energy re: adjusting PECO accounts to obtain energy cost savings | 0.7 | 0.00 |
| 5/7/2019 | RB | 19c Generate critical payments between draws | 0.9 | 0.00 |
| 5/7/2019 | CD | 19c Input payables checks. Received payables invoice. | 0.7 | 0.00 |
| 5/8/2019 | RB | 19c Call with Carol Davis re: contractor payables and detail review of related invoices | 0.7 | 0.00 |

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| 5/8/2019 | CD | 19c Input payables checks. Review email correspondence re vendor. Review vendor payables invoices. | 0.6 | 0.00 |
| 5/8/2019 | CD | 19c Calls with RB re contractor payables and review of related invoices. | 0.7 | 0.00 |
| 5/9/2019 | RB | 19c Obtain partial release from contractor | 0.2 | 0.00 |
| 5/9/2019 | RB | 19c Work on Draw #19 and other payables issues | 4.8 | 0.00 |
| 5/9/2019 | CD | 19c Input payables check. Email correspondence re payables check. | 1.0 | 0.00 |
| 5/9/2019 | CD | 19c Received and review payables invoices. Distribute as needed. | 1.3 | 0.00 |
| 5/10/2019 | CD | 19c Review and scan payables invoices. Input payables invoices in remittance advice form. Input payables checks in register. | 1.8 | 0.00 |
| 5/11/2019 | RB | 19c Begin work on Draw #20 | 1.1 | 0.00 |
| 5/12/2019 | RB | 19c Work on all payables issues | 1.6 | 0.00 |
| 5/13/2019 | CD | 19c Receive and review Draw #20 email. | 0.3 | 0.00 |
| 5/13/2019 | CD | 19c Review vendor account information. Received payables invoice. Download payroll reports. Review payables invoice received, scan and distribute. Review and print invoices for Draw #19 & Draw #20. | 1.9 | 0.00 |
| 5/13/2019 | CD | 19c Prepare payables checks | 0.5 | 0.00 |
| 5/14/2019 | RB | 19c Work on payables issues (review of invoices, check prep, etc.) | 4.9 | 0.00 |
| 5/14/2019 | CD | 19c Input payables checks in register. Receive and review payables invoices and letters related to electric & gas bills. | 2.3 | 0.00 |
| 5/14/2019 | CD | 19c Input payables invoices for Draw #19 & Draw #20 in remittance advice forms. | 3.9 | 0.00 |
| 5/15/2019 | RB | 19c Work on Draw #19 & 20, including partial release forms and other accounts payable issues | 5.9 | 0.00 |
| 5/15/2019 | CD | 19c Input payables checks in register. | 0.7 | 0.00 |
| 5/15/2019 | CD | 19c Input payables invoices in remittance advice forms. | 1.4 | 0.00 |
| 5/15/2019 | CD | 19c Review and scan letters from electric & gas company re service | 1.3 | 0.00 |
| 5/16/2019 | RB | 19c Work on Draw #19 & 20 and other payables issues | 2.9 | 0.00 |
| 5/16/2019 | CD | 19c Input payables checks and payroll. Input in remittance advice forms. | 2.9 | 0.00 |
| 5/16/2019 | CD | 19c Receive and review payables mail, scan and distribute. | 0.8 | 0.00 |
| 5/17/2019 | CD | 19c Input payables checks in register. Update payables files. | 0.9 | 0.00 |
| 5/17/2019 | CD | 19c Review contractor invoices related to cost reporting. | 0.8 | 0.00 |
| 5/17/2019 | CD | 19c Call with Verizon to adjust payables billing. | 0.5 | 0.00 |
| 5/20/2019 | RB | 19c Work on payables issues | 0.6 | 0.00 |
| 5/20/2019 | CD | 19c Received and review payables mail. Prepare payables checks and update registers. Open and review PECO invoices, input in payables remittance advice. | 5.9 | 0.00 |
| 5/21/2019 | RB | 19c Initial review and action on Draw#21 | 1.4 | 0.00 |
| 5/21/2019 | CD | 19c Review email re payables | 0.1 | 0.00 |
| 5/22/2019 | RB | 19c Calls with Carol Davis re: payables issues, including detailed review of PECO (utility) bills | 0.8 | 0.00 |
| 5/22/2019 | RB | 19c Additional analysis of PECO (utility) bills | 1.1 | 0.00 |
| 5/22/2019 | CD | 19c Review email re Draw #21 and invoices. | 0.5 | 0.00 |
| 5/22/2019 | CD | 19c Review email re payables check. Additional review of PECO invoices. Input payables check, updated register. | 0.1 | 0.00 |
| 5/22/2019 | CD | 19c Call with RB re payables including PECO invoices. | 0.8 | 0.00 |
| 5/23/2019 | RB | 19c Calls with Carol Davis re: case issues | 1.2 | 0.00 |
| 5/23/2019 | CD | 19c Prepare and input payables checks, update register | 0.9 | 0.00 |
| 5/23/2019 | CD | 19c Input payables from Draw #23 in remittance advices. | 0.3 | 0.00 |
| 5/23/2019 | CD | 19c Calls with RB re budget and payables issues | 1.2 | 0.00 |
| 5/27/2019 | CD | 19c Scan Release of Liens received in the mail and forward to RB. Received May security invoice. Received vendor credit invoice. | 0.8 | 0.00 |
| 5/29/2019 | RB | 19c Call with contractor re: payables issues | 0.1 | 0.00 |
| 5/29/2019 | RB | 19c Work on payables issues | 1.9 | 0.00 |
| 5/29/2019 | CD | 19c Received payables invoices forward as needed. | 0.2 | 0.00 |
| 5/30/2019 | RB | 19c Work on multiple accounts payable issues | 4.1 | 0.00 |
| 5/30/2010 | CD | 19c Work on payables issue. | 0.1 | 0.00 |
| 5/31/2019 | RB | 19c Work on multiple accounts payable issues | 5.2 | 0.00 |
| 5/31/2019 | CD | 19c Received Draw #22 payables and Shelly's credit invoice. Review detail for credit invoice. Received payables checks and update register | 1.1 | 0.00 |
| 6/3/2019 | CD | 19c Received payables invoices and distribute to RB. Receive & review May contractor statement of invoices. Input payables invoices in remittance advice forms for Draw #22 | 0.6 | 0.00 |
| 6/4/2019 | RB | 19c Review PECO bills received | 0.2 | 0.00 |
| 6/4/2019 | CD | 19c Review payables credit invoice. Received contractor W-9. | 0.6 | 0.00 |

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| 6/5/2019 | RB | 19c Calls with Carol Davis re: case issues | 0.7 | 0.00 |
| 6/5/2019 | CD | 19c Receive and review payables related mail, scan and forward to RB. Input payables checks written. | 1.2 | 0.00 |
| 6/5/2019 | CD | 19c Call with RB re payables | 0.7 | 0.00 |
| 6/6/2019 | RB | 19c Work on contractor/site improvement payables | 3.7 | 0.00 |
| 6/6/2019 | CD | 19c Received revised Draw 21 from Kevin McGrath. Input payables check in register. Prepare and input payables check. Receive and review payables mail, distribute to RB. Update payables files. | 1.8 | 0.00 |
| 6/7/2019 | CD | 19c Review payables due. Review payables mail received | 0.6 | 0.00 |
| 6/10/2019 | RB | 19c Work on payables management | 2.9 | 0.00 |
| 6/10/2019 | CD | 19c Received payables invoice and distribute to RB. Prepare payables check and input in register. | 0.2 | 0.00 |
| 6/11/2019 | CD | 19c Receive and review payables invoices. Input payables invoices in remittance advice forms. Scan and forward invoices to RB. Input 6/17 payroll in register. | 2.2 | 0.00 |
| 6/12/2019 | RB | 19c Work on payables management | 4.0 | 0.00 |
| 6/12/2019 | CD | 19c Review revised proposal from Draw #22 | 0.1 | 0.00 |
| 6/13/2019 | CD | 19c Review email correspondence re payables invoices | 0.1 | 0.00 |
| 6/13/2019 | CD | 19c Receive and review mail - Signed partial release from contractor | 0.6 | 0.00 |
| 6/14/2019 | RB | 19c Work on payables management | 3.9 | 0.00 |
| 6/14/2019 | CD | 19c Review email re payables invoice. | 0.1 | 0.00 |
| 6/17/2019 | RB | 19c Calls with Carol Davis re: case issues | 0.5 | 0.00 |
| 6/17/2019 | CD | 19c Review mail received. Forward Bristol Borough invoice to KOH & RB | 0.6 | 0.00 |
| 6/17/2019 | CD | 19c Call with RB re payables | 0.5 | 0.00 |
| 6/17/2019 | CD | 19c Prepare payables checks. Input in register. | 1.4 | 0.00 |
| 6/18/2019 | RB | 19c Work on contractor payables management | 4.4 | 0.00 |
| 6/18/2019 | CD | 19c Review updated Draw #22 payables. Mail payables checks. Input payables checks in register. Forward payables invoice to RB | 3.6 | 0.00 |
| 6/19/2019 | RB | 19c Work on contractor payables management | 10.7 | 0.00 |
| 6/19/2019 | CD | 19c Input payables checks. Receive payables invoice, forward to RB | 0.8 | 0.00 |
| 6/20/2019 | RB | 19c Work on contractor/supplier payables and related partial release forms; processing of payments | 8.4 | 0.00 |
| 6/20/2019 | CD | 19c Input checks in register | 1.0 | 0.00 |
| 6/21/2019 | RB | 19c Work on contractor payables | 1.1 | 0.00 |
| 6/21/2019 | CD | 19c Download copies of checks written, update register | 0.4 | 0.00 |
| 6/24/2019 | RB | 19c Work on cash projection needs and contractor payables. | 6.2 | 0.00 |
| 6/24/2019 | RB | 19c Call with Carol Davis re: case issues | 0.2 | 0.00 |
| 6/24/2019 | CD | 19c Call with RB re case issues, payables checks issued | 0.2 | 0.00 |
| 6/24/2019 | CD | 19c Received payables invoice, forward to RB | 0.1 | 0.00 |
| 6/25/2019 | RB | 19c Work on contractor payables management | 2.1 | 0.00 |
| 6/26/2019 | RB | 19c Work on contractor payables management | 9.8 | 0.00 |
| 6/26/2019 | CD | 19c Input payables checks in register. | 1.2 | 0.00 |
| 6/27/2019 | RB | 19c Work on contractor payables management | 8.7 | 0.00 |
| 6/27/2019 | CD | 19c Input payables checks in register. Download payroll reports. | 4.0 | 0.00 |
| 6/28/2019 | RB | 19c Work on contractor/suppliers payables management | 3.9 | 0.00 |
| 6/28/2019 | CD | 19c Review payables invoice received | 0.1 | 0.00 |
| 6/28/2019 | CD | 19c Input checks in register | 0.3 | 0.00 |
| 7/1/2019 | CD | 19c Review FedEx bill | 0.1 | 0.00 |
| 7/1/2019 | CD | 19c Received contractor partial release | 0.1 | 0.00 |
| 7/1/2019 | CD | 19c Draw 23 invoices received from KM | 0.1 | 0.00 |
| 7/3/2019 | CD | 19c Review payables invoices. Prepare and input payables checks. | 1.3 | 0.00 |
| 7/8/2019 | CD | 19c Review payables mail received. Email to security personnel re contractor dates on site. | 0.9 | 0.00 |
| 7/9/2019 | CD | 19c Email correspondence re confirmation of contractor dates billed on site | 0.1 | 0.00 |
| 7/9/2019 | CD | 19c Update schedule of payables invoices | 0.2 | 0.00 |
| 7/10/2019 | CD | 19c Review received mail (payables & contractor release), prepare payables checks | 0.9 | 0.00 |
| 7/15/2019 | CD | 19c Review payables mail received and scan. Update remittance advices for payables. | 2.6 | 0.00 |
| 7/15/2019 | CD | 19c KOH call re: payables | 0.6 | 0.00 |
| 7/16/2019 | CD | 19c Email correspondence with KOH re payables | 0.3 | 0.00 |
| 7/16/2019 | CD | 19c Prepare payables checks and update register | 1.0 | 0.00 |
| 7/17/2019 | CD | 19c Review payables invoice received. | 0.3 | 0.00 |

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| 7/18/2019 | CD | 19c Email correspondence from KOH re payables invoice. Review cumulative payments for payables. | 0.9 | 0.00 |
| 7/19/2019 | CD | 19c Prepare payables checks and remittance advices. | 1.9 | 0.00 |
| 7/23/2019 | CD | 19c Input payables checks in register. Review payables invoice. | 1.6 | 0.00 |
| 7/24/2019 | CD | 19c Input payables checks. | 0.7 | 0.00 |
| 7/25/2019 | CD | 19c Input payables checks in registers. Update payables checks paid on Draw schedules, scan checks and invoices for files. | 3.6 | 0.00 |
| 7/26/2019 | CD | 19c Payables files and remittance advice update. | 2.7 | 0.00 |
| 7/28/2019 | CD | 19c Prepare payables check | 0.1 | 0.00 |
| 8/6/2019 | CD | 19c Review email correspondence re contractor partial release | 0.1 | 0.00 |
| 8/7/2019 | CD | 19c Email correspondence re payables invoice | 0.1 | 0.00 |
| 8/8/2019 | CD | 19c Email correspondence re payables invoice | 0.3 | 0.00 |
| 8/8/2019 | CD | 19c Email correspondence re payables invoice | 0.2 | 0.00 |
| 8/9/2019 | CD | 19c Call with Bernie re payables checks mailed | 0.1 | 0.00 |
| 8/12/2019 | CD | 19c Received payables statement and review payables invoices received in mail | 2.2 | 0.00 |
| 8/13/2019 | CD | 19c Prepare and input payables checks. | 0.7 | 0.00 |
| 8/14/2019 | CD | 19c Receive and review payables invoices. Receive and review Draw 24, update payables schedule. | 3.7 | 0.00 |
| 8/19/2019 | CD | 19c Prepare and input payables checks. | 0.7 | 0.00 |
| 8/20/2019 | CD | 19c Review partial releases mailed and received. Prepare schedule of partial releases not received. | 1.4 | 0.00 |
| 8/22/2019 | CD | 19c Update files for payables invoices. | 0.5 | 0.00 |
| 8/26/2019 | CD | 19c Receive and review payables invoices. | 0.1 | 0.00 |
| 8/27/2019 | CD | 19c Update payables register. | 0.2 | 0.00 |
| 8/29/2019 | CD | 19c Review payables invoices received, prepare payables check & update register. | 0.4 | 0.00 |
| 9/3/2019 | CD | 19c Update register for August 2019. | 0.2 | 0.00 |
| 9/5/2019 | CD | 19c Preparation of payables checks. Email correspondence re contractor payable. | 0.5 | 0.00 |
| 9/6/2019 | CD | 19c Email correspondence re payables and register. | 0.2 | 0.00 |
| 9/6/2019 | CD | 19c Review email correspondence re payables | 0.2 | 0.00 |
| 9/9/2019 | CD | 19c Review payables invoices received in mail. | 0.8 | 0.00 |
| 9/9/2019 | CD | 19c Call vendor re outstanding check, amounts due. Contact bank for stop payment of outstanding check. Issue payables check and update records. | 1.0 | 0.00 |
| 9/11/2019 | CD | 19c Review email correspondence re invoices | 0.1 | 0.00 |
| 9/11/2019 | CD | 19c Receive and review payables mail. | 0.5 | 0.00 |
| 9/12/2019 | CD | 19c Review and update records for invoices from PECO | 1.0 | 0.00 |
| 9/13/2019 | CD | 19c Prepare payables check and update register | 0.2 | 0.00 |
| 9/16/2019 | CD | 19c Receive and review payables mail. | 1.2 | 0.00 |
| 9/18/2019 | CD | 19c Prepare payables checks and update register | 1.6 | 0.00 |
| 9/19/2019 | CD | 19c Review partial releases mailed and received schedule. | 0.5 | 0.00 |
| 9/19/2019 | CD | 19c Update payables register. | 0.6 | 0.00 |
| 9/20/2019 | CD | 19c Received and review payables invoice | 0.1 | 0.00 |
| 9/20/2019 | CD | 19c Prepare list of partial releases that should have been returned and forward to Bernie for review. | 1.0 | 0.00 |
| 9/24/2019 | CD | 19c Review Verizon invoice received in mail | 0.1 | 0.00 |
| 9/26/2019 | CD | 19c Email correspondence to Bernie re partial releases | 0.1 | 0.00 |
| 9/30/2019 | CD | 19c Prepare payables check, update register | 0.3 | 0.00 |
| 10/1/2019 | CD | 19c Receive and review payables invoice | 0.1 | 0.00 |
| 10/2/2019 | CD | 19c Review email correspondence re payable invoice | 0.1 | 0.00 |
| 10/2/2019 | CD | 19c Prepare payables check | 0.3 | 0.00 |
| 10/3/2019 | CD | 19c Input payables check in register and remittance advice | 0.2 | 0.00 |
| 10/3/2019 | CD | 19c Prepare payables check and update register | 0.3 | 0.00 |
| 10/4/2019 | CD | 19c Receive and review payables invoices | 0.5 | 0.00 |
| 10/7/2019 | CD | 19c Receive and review payables invoices. Prepare payables check for worker's comp insurance | 0.9 | 0.00 |
| 10/15/2019 | CD | 19c Receive and review RDA invoice | 0.2 | 0.00 |
| 10/15/2019 | CD | 19c Review payables. | 0.2 | 0.00 |
| 10/16/2019 | CD | 19c Receive and review payables mail. Email correspondence with KOH re payables. | 0.9 | 0.00 |
| 10/16/2019 | CD | 19c Prepare payables check, PECO remittance advice and update register | 1.6 | 0.00 |
| 10/17/2019 | CD | 19c Email to KOH re register and payables invoices. | 0.2 | 0.00 |
| 10/21/2019 | CD | 19c Receive and review payables invoice. | 0.1 | 0.00 |

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| 10/21/2019 | CD | 19c Prepare and input payables check. | 0.4 | 0.00 |
| 10/24/2019 | CD | 19c Prepare and input payables checks in register. | 0.5 | 0.00 |
| 10/28/2019 | CD | 19c Prepare payables check | 0.3 | 0.00 |
| 11/1/2019 | CD | 19c Call with KOH re payables | 0.1 | 0.00 |
| 11/1/2019 | CD | 19c Review payables mail received. | 0.6 | 0.00 |
| 11/6/2019 | CD | 19c Receive and payables mail received. Scan and distribute. | 0.8 | 0.00 |
| 11/7/2019 | CD | 19c Prepare payables checks and update register | 0.5 | 0.00 |
| 11/8/2019 | CD | 19c Receive, scan and review payables mail. | 0.7 | 0.00 |
| 11/11/2019 | CD | 19c Input payables in remittance advice | 0.5 | 0.00 |
| 11/13/2019 | CD | 19c Review email from Bernie re invoice sent in error | 0.1 | 0.00 |
| 11/13/2019 | CD | 19c Receive and review payables bills. | 0.5 | 0.00 |
| 11/15/2019 | CD | 19c Receive and review vendor invoices | 0.2 | 0.00 |
| 11/18/2019 | CD | 19c Review payables invoice received. | 0.1 | 0.00 |
| 11/18/2019 | CD | 19c Prepare payables checks and update register | 0.7 | 0.00 |
| 11/18/2019 | CD | 19c Receive and review payables invoices information. | 0.4 | 0.00 |
| 11/19/2019 | CD | 19c Scan payables invoices received and distribute. | 0.3 | 0.00 |
| 11/20/2019 | RB | 19c Review contractor payables submitted | 0.7 | 0.00 |
| 11/20/2019 | CD | 19c Received payables invoice. | 0.1 | 0.00 |
| 11/25/2019 | RB | 19c Work on logistics for payments to contractors and tax authorities | 1.8 | 0.00 |
| 11/25/2019 | CD | 19c Receive and payables review mail received. | 0.5 | 0.00 |
| 11/25/2019 | CD | 19c Review email re fees due to Bucks County | 0.1 | 0.00 |
| 11/26/2019 | RB | 19c Call with Brian Agger of Cooper Electric bill re: details of admin claim filed by Cooper for invoices never received by IVC | 0.2 | 0.00 |
| 11/26/2019 | RB | 19c Handle required payments and transmittal of same | 0.7 | 0.00 |
| 12/2/2019 | CD | 19c Receive and review payables invoices received in mail. | 1.0 | 0.00 |
| 12/2/2019 | CD | 19c Prepare payables check and input in register. | 0.2 | 0.00 |
| 12/2/2019 | CD | 19c Email correspondence re payables and checks issued, update register. | 0.8 | 0.00 |
| 12/3/2019 | RB | 19c Work on multiple payables issues | 1.4 | 0.00 |
| 12/3/2019 | RB | 19c Detailed review of invoices by contractor for professional services | 2.9 | 0.00 |
| 12/3/2019 | CD | 19c Received contractor's statement and payables invoice. | 0.2 | 0.00 |
| 12/3/2019 | CD | 19c Review and reconcile to bank account balances. | 0.2 | 0.00 |
| 12/3/2019 | CD | 19c Update payables register. | 0.1 | 0.00 |
| 12/3/2019 | CD | 19c Calls with RB re payables, reporting and cash planning. | 1.6 | 0.00 |
| 12/3/2019 | CD | 19c Prepare payables check and update register | 0.4 | 0.00 |
| 12/5/2019 | RB | 19c Coordination of transmittal of payment to MGK and receipt/review of executed release from same | 0.9 | 0.00 |
| 12/5/2019 | CD | 19c Receive and review payables mail. | 0.9 | 0.00 |
| 12/6/2019 | CD | 19c Prepare payables check and update register | 0.2 | 0.00 |
| 12/9/2019 | RB | 19c Manage contractor/supplier payables and cash management/planning issues | 1.2 | 0.00 |
| 12/9/2019 | CD | 19c Receive and review payables invoice. | 0.3 | 0.00 |
| 12/10/2019 | RB | 19c Manage contractor/supplier payables and cash management/planning issues | 0.7 | 0.00 |
| 12/10/2019 | CD | 19c Receive and review payables mail. Input in remittance advice, scan and distribute as needed. | 1.2 | 0.00 |
| 12/10/2019 | CD | 19c Review payables invoice emailed from vendor. Email correspondence with Bernie re confirmation of amount due. | 0.3 | 0.00 |
| 12/11/2019 | RB | 19c Manage contractor/supplier payables and cash management/planning issues | 0.8 | 0.00 |
| 12/12/2019 | CD | 19c Calls with RB re payables, cash planning and reporting | 1.0 | 0.00 |
| 12/13/2019 | CD | 19c Prepare payables checks and update register | 0.6 | 0.00 |
| 12/13/2019 | CD | 19c Receive and review payables invoice. | 0.6 | 0.00 |
| 12/16/2019 | RB | 19c Calls with Carol Davis re: cash and payables issues | 0.5 | 0.00 |
| 12/16/2019 | CD | 19c Review Builder's Risk additional premium invoices received for July & August | 1.0 | 0.00 |
| 12/16/2019 | CD | 19c Calls with RB re payables and cash | 0.5 | 0.00 |
| 12/16/2019 | CD | 19c Email to International Sureties re: bond renewal | 0.1 | 0.00 |
| 12/17/2019 | CD | 19c Prepare PECO payables check for mailing | 0.9 | 0.00 |
| 12/17/2019 | CD | 19c Receive and review payables invoices. | 0.6 | 0.00 |
| 12/17/2019 | CD | 19c Input DEP EC filing check in register. | 0.1 | 0.00 |
| 12/18/2019 | CD | 19c Email correspondence and call with KOH re IVC bills | 0.3 | 0.00 |
| 12/19/2019 | CD | 19c Received and review payables invoice | 0.1 | 0.00 |
| 12/30/2019 | CD | 19c Review mail received for contractor insurance and payables invoice | 0.5 | 0.00 |
| 1/2/2020 | CD | 19c Receive and review payables invoice. Forward to RB and BS. | 0.2 | 0.00 |

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| 1/2/2020 | CD | 19c Prepare and mail payables check. Update register. | 0.6 | 0.00 |
| 1/3/2020 | CD | 19c Received and review payables statement | 0.1 | 0.00 |
| 1/6/2020 | CD | 19c Prepare summary of vendor payments for 2019. | 0.2 | 0.00 |
| 1/6/2020 | CD | 19c Receive and review payables mail. Scan and distribute copies of invoices. | 0.5 | 0.00 |
| 1/7/2020 | CD | 19c Review email correspondence re payables invoice | 0.1 | 0.00 |
| 1/9/2020 | CD | 19c Received and review payables mail | 0.4 | 0.00 |
| 1/10/2020 | CD | 19c Received and review payables invoice | 0.1 | 0.00 |
| 1/10/2020 | CD | 19c Call with KOH re payables (.1) and followup detail to KOH (.2). | 0.3 | 0.00 |
| 1/13/2020 | CD | 19c Received and review payables invoice. Distribute copies as needed. | 0.4 | 0.00 |
| 1/13/2020 | CD | 19c Prepare payables check, update register. Review payables invoices received and due. | 1.0 | 0.00 |
| 1/14/2020 | CD | 19c Receive and review payables invoices. Scan, Input in remittance advice | 1.3 | 0.00 |
| 1/14/2020 | CD | 19c Review email correspondence re: payables invoice | 0.1 | 0.00 |
| 1/16/2020 | RB | 19c Call with Carol Davis re: case issues | 0.6 | 0.00 |
| 1/16/2020 | RB | 19c Work on cash and accounts payable coordination issues | 0.7 | 0.00 |
| 1/16/2020 | CD | 19c Receive and review payables invoice | 0.6 | 0.00 |
| 1/16/2020 | CD | 19c Calls with RB re payables. | 0.6 | 0.00 |
| 1/20/2020 | CD | 19c Receive and review RDA invoice. | 0.3 | 0.00 |
| 1/20/2020 | CD | 19c Receive and review revised Bristol Borough 1/10/20 invoice | 0.1 | 0.00 |
| 1/20/2020 | CD | 19c Receive and forward Bohler 1/20/20 invoice to KOH and RB | 0.1 | 0.00 |
| 1/21/2020 | RB | 19c Analysis of and plan for accounts payable action | 5.1 | 0.00 |
| 1/22/2020 | CD | 19c Receive and review payables invoices. | 0.8 | 0.00 |
| 1/24/2020 | CD | 19c Review email correspondence re invoice | 0.1 | 0.00 |
| 1/28/2020 | RB | 19c Work on cash planning and accounts payable issues | 5.8 | 0.00 |
| 1/29/2020 | RB | 19c Review, analysis and preparation of accounts payable payments and other cash planning | 7.6 | 0.00 |
| 1/29/2020 | CD | 19c Prepare payables check and mail. | 0.8 | 0.00 |
| 1/29/2020 | CD | 19c Input payables check in register | 0.9 | 0.00 |
| 1/29/2020 | CD | 19c Receive and review email from vendor re invoice | 0.1 | 0.00 |
| 1/30/2020 | RB | 19c Calls with Carol Davis re: case issues | 0.9 | 0.00 |
| 1/30/2020 | RB | 19c Meet with Frank Antolino of Michael Antolino Construction, Inc. re: partial release format and billing issues | 0.3 | 0.00 |
| 1/30/2020 | CD | 19c Call with RB re payables | 0.9 | 0.00 |
| 1/30/2020 | CD | 19c Input payables check in register | 0.4 | 0.00 |
| 2/3/2020 | CD | 19c Review payables invoices received in the mail. | 0.7 | 0.00 |
| 2/3/2020 | CD | 19c Receive and review payables invoices | 0.1 | 0.00 |
| 2/3/2020 | CD | 19c Review disbursements from 9/17/18-9/17/19 for subcontractor payments re insurance. | 2.4 | 0.00 |
| 2/4/2020 | CD | 19c Receive and review vendor statement. | 0.1 | 0.00 |
| 2/4/2020 | CD | 19c Review disbursements from 9/17/18-9/17/19 for subcontractor payments. | 1.0 | 0.00 |
| 2/4/2020 | CD | 19c Review payables checks written and update register. | 1.4 | 0.00 |
| 2/5/2020 | RB | 19c Calls with Carol Davis re: case issues | 0.2 | 0.00 |
| 2/5/2020 | CD | 19c Call with RB re contractor W-9, payment | 0.2 | 0.00 |
| 2/5/2020 | CD | 19c Received vendor W-9, update vendor file | 0.1 | 0.00 |
| 2/6/2020 | RB | 19c Review various invoices received and proposals from contractors | 0.8 | 0.00 |
| 2/6/2020 | CD | 19c Received and review vendor invoice by email. | 0.1 | 0.00 |
| 2/6/2020 | CD | 19c Update payables files. | 0.6 | 0.00 |
| 2/10/2020 | CD | 19c Receive and review payables mail | 1.2 | 0.00 |
| 2/10/2020 | CD | 19c Review email correspondence re payables invoice. Review invoice. | 0.3 | 0.00 |
| 2/11/2020 | RB | 19c Calls with Carol Davis re: case issues | 0.8 | 0.00 |
| 2/11/2020 | RB | 19c Work on cash management issues (detailed review of payables, etc.) | 0.3 | 0.00 |
| 2/11/2020 | CD | 19c Calls with RB re payables | 0.8 | 0.00 |
| 2/11/2020 | CD | 19c Receive and review payables mail. Input in remittance advice PECO bills. | 1.4 | 0.00 |
| 2/11/2020 | CD | 19c Email correspondence to KOH re phone bill due | 0.3 | 0.00 |
| 2/12/2020 | RB | 19c Work on accounts payable and planning issues | 5.8 | 0.00 |
| 2/12/2020 | CD | 19c Email correspondence with KOH re payables | 0.1 | 0.00 |
| 2/12/2020 | CD | 19c Received and update payables with Shelly's invoices. | 0.2 | 0.00 |
| 2/12/2020 | CD | 19c Preparation of payables checks, remittance advice, work on payables and update register. | 4.9 | 0.00 |
| 2/13/2020 | RB | 19c Work on payables and cash management issues | 2.7 | 0.00 |
| 2/14/2020 | CD | 19c Preparation and mailing of payables checks. Input payables checks in register. | 2.0 | 0.00 |
| 2/17/2020 | CD | 19c Prepare payables checks and update register. | 1.0 | 0.00 |
| 2/18/2020 | RB | 19c Coordinate contractor and related payables issues | 1.9 | 0.00 |

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| 2/18/2020 | CD | 19c Receive and review payables invoices in mail. Scan and distribute. | 0.7 | 0.00 |
| 2/19/2020 | CD | 19c Receive and review contractor invoice. | 0.2 | 0.00 |
| 2/19/2020 | CD | 19c Prepare payables checks and update register. | 0.3 | 0.00 |
| 2/19/2020 | CD | 19c Input checks in register. | 0.3 | 0.00 |
| 2/24/2020 | CD | 19c Receive and review payables invoices in mail. Scan and distribute. | 0.5 | 0.00 |
| 2/28/2020 | RB | 19c Review cash account reconciliation details | 0.2 | 0.00 |
| 2/28/2020 | RB | 19c Review invoice packet of contractor payables submitted by Kevin McGrath | 0.7 | 0.00 |
| 2/28/2020 | CD | 19c Receive and review payables invoice received in mail. | 0.4 | 0.00 |
| 2/29/2020 | RB | 19c Initial review of invoice from Bristol Borough | 0.1 | 0.00 |
| 3/2/2020 | RB | 19c Communications with Carol D. on cash planning issues, payables and reporting issues and related follow-up | 0.4 | 0.00 |
| 3/2/2020 | CD | 19c Prepare payables check and update register. | 0.4 | 0.00 |
| 3/3/2020 | RB | 19c Calls with Carol Davis re: case issues | 1.4 | 0.00 |
| 3/3/2020 | RB | 19c Process partial release received from contractor | 0.2 | 0.00 |
| 3/3/2020 | CD | 19c Calls with RB re invoices, payables | 1.4 | 0.00 |
| 3/3/2020 | CD | 19c Receive and review payables mail. Scan and distribute. | 0.8 | 0.00 |
| 3/3/2020 | CD | 19c Prepare summary of vendor bills. | 1.0 | 0.00 |
| 3/4/2020 | RB | 19c Calls with Carol Davis re: case issues | 0.8 | 0.00 |
| 3/4/2020 | CD | 19c Calls with RB re case issues | 0.8 | 0.00 |
| 3/5/2020 | RB | 19c Call with Carol Davis re: case issues | 0.4 | 0.00 |
| 3/5/2020 | RB | 19c Review contractor payables and prepare payments and related documentation | 2.1 | 0.00 |
| 3/5/2020 | CD | 19c Input payables checks in register. | 0.7 | 0.00 |
| 3/5/2020 | CD | 19c Call with RB re case issues | 0.4 | 0.00 |
| 3/5/2020 | CD | 19c Review email correspondence re water bills generated for units in buildings 2 and 4 | 0.5 | 0.00 |
| 3/6/2020 | RB | 19c Calls with Carol Davis re: case issues | 0.4 | 0.00 |
| 3/6/2020 | CD | 19c Call Aqua PA re water bills for units. Prepare email request for copies of water bills. Receive, review and input in schedule Aqua PA invoices for units. Receive and review payables related mail. Distribute as needed. | 2.6 | 0.00 |
| 3/6/2020 | CD | 19c Calls with RB re payables | 0.4 | 0.00 |
| 3/10/2020 | CD | 19c Prepare payables check and update register. | 0.2 | 0.00 |
| 3/10/2020 | CD | 19c Receive and review payables related mail. Scan and distribute. | 0.7 | 0.00 |
| 3/11/2020 | RB | 19c Calls with Carol Davis re: case issues | 2.3 | 0.00 |
| 3/11/2020 | CD | 19c Calls with RB re case issues | 2.3 | 0.00 |
| 3/13/2020 | RB | 19c Review invoices received from Shelly and locate relevant info for analysis purposes | 0.3 | 0.00 |
| 3/13/2020 | CD | 19c Receive and review payables invoices. | 0.2 | 0.00 |
| 3/13/2020 | CD | 19c Receive and review payables mail. Scan and distribute. | 1.4 | 0.00 |
| 3/16/2020 | CD | 19c Receive and review payables invoice. | 0.1 | 0.00 |
| 3/16/2020 | CD | 19c Calls with RB re cash planning, payables and reporting issues | 0.4 | 0.00 |
| 3/16/2020 | CD | 19c Receive and review payables invoices. Distribute as needed. | 0.1 | 0.00 |
| 3/16/2020 | CD | 19c Prepare payables checks and update register. | 1.6 | 0.00 |
| 3/17/2020 | RB | 19c Review in detail payables invoices and prepare selected payments and related cash management issues | 2.7 | 0.00 |
| 3/17/2020 | CD | 19c Receive and review payables invoice. | 0.3 | 0.00 |
| 3/19/2020 | CD | 19c Input payables checks in register. | 0.4 | 0.00 |
| 3/20/2020 | CD | 19c Receive and review payables invoice | 0.2 | 0.00 |
| 3/20/2020 | CD | 19c Call to Stream to inquire on invoice received | 0.1 | 0.00 |
| 3/20/2020 | CD | 19c Input payables checks in register. | 0.7 | 0.00 |
| 3/23/2020 | RB | 19c Calls with Carol Davis re: cash planning and payables reporting issues, cash planning and vendor issues | 0.5 | 0.00 |
| 3/23/2020 | CD | 19c Received W-9 for vendor. | 0.1 | 0.00 |
| 3/23/2020 | CD | 19c Call with RB re cash planning & payables, reporting issues, vendor issues. | 0.5 | 0.00 |
| 3/23/2020 | CD | 19c Prepare payables checks and update register. | 0.7 | 0.00 |
| 3/24/2020 | RB | 19c Review invoices received for property | 0.8 | 0.00 |
| 3/24/2020 | CD | 19c Review payables mail received, scan and distribute as needed. Call Stream re cancellation fees. | 1.4 | 0.00 |
| 3/25/2020 | RB | 19c Analyze payables received for validity and proper amounts; review Draw #28 submitted by Kevin McGrath and process accordingly | 8.4 | 0.00 |
| 3/25/2020 | CD | 19c Input payables checks in register. | 0.2 | 0.00 |
| 3/25/2020 | CD | 19c Review invoices in McGrath Draw #28. | 0.4 | 0.00 |
| 3/26/2020 | RB | 19c Work on multiple contractor payables and proposal issues | 6.8 | 0.00 |
| 3/26/2020 | RB | 19c Review and process W-9s received from contractors | 0.2 | 0.00 |

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| 3/26/2020 | CD | 19c Input payables checks in register. | 0.4 | 0.00 |
| 3/26/2020 | CD | 19c Input payables checks in register. Review amount due on payables invoice. | 0.6 | 0.00 |
| 3/26/2020 | CD | 19c Review email about contractor bills and insurance. | 0.1 | 0.00 |
| 3/27/2020 | RB | 19c Calls with Carol Davis re: case issues | 1.1 | 0.00 |
| 3/27/2020 | RB | 19c Work on multiple accounts payable invoices submitted: reasonableness, compliance, processing, etc.; other contractor issues (proposals, etc.) | 3.7 | 0.00 |
| 3/27/2020 | CD | 19c Received and review payables invoice. | 0.6 | 0.00 |
| 3/27/2020 | CD | 19c Email to vendor re account cancellation | 0.1 | 0.00 |
| 3/27/2020 | CD | 19c Review payables paid/due. | 0.3 | 0.00 |
| 3/27/2020 | CD | 19c Calls with RB re case issues | 1.1 | 0.00 |
| 3/30/2020 | CD | 19c Input payables checks in register. | 0.4 | 0.00 |
| 3/30/2020 | CD | 19c Input payables checks in register. | 0.4 | 0.00 |
| 3/31/2020 | RB | 19c Work on review of contractor payables | 0.8 | 0.00 |
| 3/31/2020 | CD | 19c Prepare payables checks, input remittance advice and update register. | 0.8 | 0.00 |
| 3/31/2020 | CD | 19c Receive and review payables invoices. | 0.5 | 0.00 |
| 3/31/2020 | CD | 19c Review expense check detail. | 0.3 | 0.00 |
| 4/1/2020 | RB | 19c Review of multiple contractor invoices and preparation for payment and related follow-up | 1.0 | 0.00 |
| 4/1/2020 | CD | 19c Scan payables invoices and distribute as needed. | 0.1 | 0.00 |
| 4/2/2020 | CD | 19c Input payables checks in register. | 0.4 | 0.00 |
| 4/2/2020 | CD | 19c Receive and review payables invoice. | 0.1 | 0.00 |
| 4/3/2020 | CD | 19c Receive and review payables mail. Scan and distribute. | 0.4 | 0.00 |
| 4/7/2020 | RB | 19c Call to Sonlin Plumbing re: invoicing issue | 0.1 | 0.00 |
| 4/7/2020 | RB | 19c Work on contractor issues (review invoices and prep/transmittal of records & payments) | 5.9 | 0.00 |
| 4/7/2020 | CD | 19c Prepare payables checks and update register. | 0.5 | 0.00 |
| 4/7/2020 | CD | 19c Receive and review payables mail. Scan and distribute. | 1.7 | 0.00 |
| 4/7/2020 | CD | 19c Input payables checks in register. | 0.5 | 0.00 |
| 4/8/2020 | CD | 19c Input Aqua PA remittance advice detail. Email to RB re water usage. | 0.5 | 0.00 |
| 4/13/2020 | CD | 19c Prepare payables check. | 0.3 | 0.00 |
| 4/13/2020 | CD | 19c Receive and review payables mail. Scan and distribute. Input in remittance advice. | 1.5 | 0.00 |
| 4/15/2020 | CD | 19c Prepare payables checks and update register. Prepare remittance advice, scan and prepare for mailing. | 1.8 | 0.00 |
| 4/16/2020 | CD | 19c Received invoices by email, update payables. Distribute as needed. | 0.3 | 0.00 |
| 4/17/2020 | CD | 19c Input payables check in register. | 0.2 | 0.00 |
| 4/20/2020 | CD | 19c Receive and review payables mail, distribute as needed | 0.9 | 0.00 |
| 4/21/2020 | CD | 19c Call vendor re payment | 0.3 | 0.00 |
| 4/22/2020 | RB | 19c Work on subcontractor issues and prepare/transmit related payments | 2.7 | 0.00 |
| 4/22/2020 | CD | 19c Input payables checks | 1.0 | 0.00 |
| 4/23/2020 | CD | 19c Input payables checks. | 0.3 | 0.00 |
| 4/28/2020 | CD | 19c Input payables check. | 0.1 | 0.00 |
| 4/29/2020 | CD | 19c Input payables check. | 0.1 | 0.00 |
| 4/29/2020 | CD | 19c Prepare and mail payables check. | 0.5 | 0.00 |
| 5/1/2020 | CD | 19c Receive and review payables invoice. Prepare payables check and input in register. | 0.40 | 0.00 |
| 5/2/2020 | CD | 19c Receive and review FedEx and Verizon bills | 0.30 | 0.00 |
| 5/4/2020 | CD | 19c Input payables check. | 0.20 | 0.00 |
| 5/5/2020 | CD | 19c Input payables checks in register. | 2.20 | 0.00 |
| 5/6/2020 | CD | 19c Receive, review and scan payables invoices Distribute as needed. Update schedules. | 1.50 | 0.00 |
| 5/8/2020 | CD | 19c Input payables checks in register. | 0.40 | 0.00 |
| 5/8/2020 | CD | 19c Prepare and input payables check | 0.20 | 0.00 |
| 5/11/2020 | CD | 19c Receive, review and scan payables mail. | 1.30 | 0.00 |
| 5/12/2020 | CD | 19c Input payables checks in register. Review, scan and input payables invoices in remittance advice. | 1.50 | 0.00 |
| 5/12/2020 | CD | 19c Call with Aqua re billing adjustment | 0.20 | 0.00 |
| 5/13/2020 | CD | 19c Input payroll and payables check. | 0.40 | 0.00 |
| 5/13/2020 | CD | 19c Update remittance advice and input payables check. Input payroll. | 1.30 | 0.00 |
| 5/14/2020 | CD | 19c Input payables checks and update register. | 0.70 | 0.00 |
| 5/15/2020 | CD | 19c Prepare payables checks and update register. | 1.50 | 0.00 |
| 5/15/2020 | CD | 19c Receive, scan and distribute payables mail. | 0.70 | 0.00 |
| 5/15/2020 | CD | 19c Review payables invoice. Call vendor to update billing address. | 0.50 | 0.00 |

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| 5/18/2020 | CD | 19c Receive and forward to RB Bohler invoice. | 0.10 | 0.00 |
| 5/19/2020 | CD | 19c Receive and review payables mail. Input payables checks. Update registers for reports. | 3.10 | 0.00 |
| 5/19/2020 | CD | 19c Review payables mail received re final utility bills | 0.20 | 0.00 |
| 5/19/2020 | CD | 19c Call with Stream re electric letter | 0.30 | 0.00 |
| 5/21/2020 | CD | 19c Received payables invoice | 0.20 | 0.00 |
| 5/21/2020 | CD | 19c Prepare payables check and update register. | 0.20 | 0.00 |
| 5/22/2020 | CD | 19c Receive and review payables mail. | 0.60 | 0.00 |
| 5/26/2020 | CD | 19c Receive and review payables invoice. Input payables check in register. | 0.80 | 0.00 |
| 5/27/2020 | CD | 19c Prepare and input payables check in register. | 0.70 | 0.00 |
| 5/27/2020 | CD | 19c Review email correspondence re FedEx shipment | 0.10 | 0.00 |
| 5/28/2020 | CD | 19c Review mail received, scan and forward returned envelope to RB. Readdress envelope and mail to Penn DOT. | 0.80 | 0.00 |
| 6/1/2020 | CD | 19c Receive and review FedEx invoice for shipments. | 0.30 | 0.00 |
| 6/1/2020 | CD | 19c Received payables invoice | 0.10 | 0.00 |
| 6/1/2020 | CD | 19c Prepare payables check. | 0.20 | 0.00 |
| 6/2/2020 | CD | 19c Receive, review, scan and distribute payables mail | 0.40 | 0.00 |
| 6/3/2020 | CD | 19c Received payables invoices. | 0.10 | 0.00 |
| 6/3/2020 | CD | 19c Input payables checks. | 0.30 | 0.00 |
| 6/8/2020 | CD | 19c Input payables check | 0.30 | 0.00 |
| 6/8/2020 | CD | 19c Receive and review payables mail. Scan & distribute as needed. | 1.50 | 0.00 |
| 6/8/2020 | CD | 19c Call to Verizon re trailer phone & internet service billing | 0.90 | 0.00 |
| 6/9/2020 | CD | 19c Input payables check. | 0.20 | 0.00 |
| 6/9/2020 | CD | 19c Complete May Monthly Operating Report, forward to Counsel for filing | 0.20 | 0.00 |
| 6/10/2020 | CD | 19c Received payables invoice | 0.10 | 0.00 |
| 6/12/2020 | CD | 19c Received payables invoice | 0.10 | 0.00 |
| 6/15/2020 | CD | 19c Prepare payables checks. | 0.50 | 0.00 |
| 6/15/2020 | CD | 19c Receive and review PECO bills. | 0.60 | 0.00 |
| 6/16/2020 | CD | 19c Prepare payables checks, input invoice in remittance advice and update register | 1.10 | 0.00 |
| 6/16/2020 | CD | 19c Received payables invoice | 0.10 | 0.00 |
| 6/17/2020 | CD | 19c Input payables checks in register. | 0.60 | 0.00 |
| 6/19/2020 | CD | 19c Input payables check. | 0.10 | 0.00 |
| 6/19/2020 | CD | 19c Receive and review payables invoices. | 0.70 | 0.00 |
| 6/22/2020 | CD | 19c Input payables check, update payables. | 0.20 | 0.00 |
| 6/23/2020 | CD | 19c Download payables invoice. Prepare and mail payables checks, update register | 1.50 | 0.00 |
| 6/24/2020 | CD | 19c Input payables check. | 0.10 | 0.00 |
| 6/26/2020 | CD | 19c Receive payables related mail, scan and distribute. | 0.80 | 0.00 |
| 6/26/2020 | CD | 19c Input payables checks. | 0.40 | 0.00 |
| 6/29/2020 | CD | 19c Prepare payables checks. | 0.50 | 0.00 |
| 6/30/2020 | CD | 19c Input checks in register. | 0.70 | 0.00 |
| 6/30/2020 | CD | 19c Received and distribute contractor's invoice received by email. | 0.10 | 0.00 |
| 7/1/2020 | CD | 19c Input payables checks in register. | 0.9 | 0.00 |
| 7/2/2020 | CD | 19c Email to George Allen re check mailed 6/16 that had not cashed | 0.1 | 0.00 |
| 7/7/2020 | CD | 19c Receive and review payables mail. Scan and distribute as needed | 2.5 | 0.00 |
| 7/8/2020 | CD | 19c Input checks in register. | 0.3 | 0.00 |
| 7/9/2020 | CD | 19c Review emails re payables and contractor invoices. Input payables checks. | 0.4 | 0.00 |
| 7/9/2020 | CD | 19c Prepare payables checks and update register. | 0.4 | 0.00 |
| 7/9/2020 | CD | 19c Input RDA checks in registers. | 0.7 | 0.00 |
| 7/10/2020 | CD | 19c Email to RB re water bills for four units | 0.1 | 0.00 |
| 7/13/2020 | RB | 19c Work on contractor payables and payment processing | 3.10 | 0.00 |
| 7/13/2020 | CD | 19c Work on payables update and payment status. | 0.30 | 0.00 |
| 7/13/2020 | CD | 19c Receive and review payables mail. Scan and distribute as needed. | 1.30 | 0.00 |
| 7/15/2020 | CD | 19c Input Aqua PA and PECO bills in remittance advice, prepare, scan and input payables. | 1.50 | 0.00 |
| 7/16/2020 | CD | 19c Receive and distribute payables invoice. | 0.10 | 0.00 |
| 7/16/2020 | CD | 19c Input payables checks in register. | 0.50 | 0.00 |
| 7/17/2020 | CD | 19c Prepare, input and mail payables checks. | 1.10 | 0.00 |
| 7/17/2020 | CD | 19c Update payables information. | 0.50 | 0.00 |
| 7/20/2020 | CD | 19c Review invoices for payables. | 0.20 | 0.00 |
| 7/21/2020 | CD | 19c Prepare insurance check. | 0.20 | 0.00 |
| 7/21/2020 | CD | 19c Receive and review mail received. | 0.50 | 0.00 |
| 7/22/2020 | CD | 19c Input payables check | 0.30 | 0.00 |
| 7/23/2020 | CD | 19c Receive and review payables invoice | 0.10 | 0.00 |
| 7/24/2020 | CD | 19c Input payables checks and review invoices received. | 2.00 | 0.00 |
| 7/27/2020 | CD | 19c Input payables checks | 0.50 | 0.00 |

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| 7/27/2020 | CD | 19c Call with KOH re payables owed | 0.20 | 0.00 |
| 7/27/2020 | CD | 19c Review and update schedule of payments for Construction Management fees to date | 1.50 | 0.00 |
| 7/28/2020 | CD | 19c Receive and review payables mail | 0.20 | 0.00 |
| 7/29/2020 | CD | 19c Input payables check | 0.10 | 0.00 |
| 7/30/2020 | CD | 19c Receive and review payables invoice | 0.10 | 0.00 |
| 7/30/2020 | CD | 19c Prepare and input payables check | 0.30 | 0.00 |
| 7/30/2020 | CD | 19c Call with KOH re deposits for sale contracts | 0.20 | 0.00 |
| 7/31/2020 | CD | 19c Input payables check | 0.20 | 0.00 |
| 8/3/2020 | CD | 19c Receive and review amount due for payables invoice. | 0.10 | 0.00 |
| 8/3/2020 | CD | 19c Input payables checks in registers. | 0.90 | 0.00 |
| 8/3/2020 | CD | 19c Receive payables related mail, scan and distribute. | 0.60 | 0.00 |
| 8/5/2020 | CD | 19c Input payables check in register. | 0.20 | 0.00 |
| 8/5/2020 | CD | 19c Prepare and mail payables check. Input in register. | 0.30 | 0.00 |
| 8/6/2020 | CD | 19c Receive and review payables mail, scan and distribute as needed. | 1.10 | 0.00 |
| 8/6/2020 | CD | 19c Input payables checks in register. | 0.40 | 0.00 |
| 8/7/2020 | CD | 19c Download and review Verizon invoice. Revise billing address again. | 0.20 | 0.00 |
| 8/7/2020 | CD | 19c Input payables check. | 0.20 | 0.00 |
| 8/10/2020 | CD | 19c Input payables check in register. | 0.10 | 0.00 |
| 8/11/2020 | CD | 19c Prepare payables checks and input in register | 0.30 | 0.00 |
| 8/11/2020 | CD | 19c Receive and review payables invoices, scan and distribute as needed. | 2.20 | 0.00 |
| 8/11/2020 | CD | 19c Review contractor invoice detail. | 0.10 | 0.00 |
| 8/12/2020 | CD | 19c Input payables checks in register. Input stop payment check. | 1.00 | 0.00 |
| 8/13/2020 | CD | 19c Input payables checks and update files. | 0.90 | 0.00 |
| 8/13/2020 | CD | 19c Received contractor invoice, forward to RB & BS. | 0.10 | 0.00 |
| 8/14/2020 | CD | 19c Prepare and input payables check | 0.30 | 0.00 |
| 8/14/2020 | CD | 19c Received payables invoice, forward as needed. | 0.10 | 0.00 |
| 8/14/2020 | CD | 19c Input checks in register. | 0.90 | 0.00 |
| 8/14/2020 | CD | 19c Received invoice from insurance company re Builder's Risk additional amounts due. | 0.10 | 0.00 |
| 8/14/2020 | CD | 19c Review emails and invoices re contractor invoices and adjustments to come forward. | 0.30 | 0.00 |
| 8/17/2020 | RB | 19c Calls with Carol Davis re: contractor payables | 0.20 | 0.00 |
| 8/17/2020 | CD | 19c Review invoices for additional amounts due for Builder's Risk insurance | 0.20 | 0.00 |
| 8/17/2020 | CD | 19c Prepare payables checks, update register, scan and prepare for mailing. | 2.10 | 0.00 |
| 8/17/2020 | CD | 19c Receive and forward payables invoice to RB and BS | 0.10 | 0.00 |
| 8/17/2020 | CD | 19c Call with KOH re payables | 0.60 | 0.00 |
| 8/17/2020 | CD | 19c Call with RB re contractor payables | 0.20 | 0.00 |
| 8/18/2020 | CD | 19c Receive and review payables mail, scan and distribute as needed. | 1.40 | 0.00 |
| 8/18/2020 | CD | 19c Calls with RB re payables & cash reporting | 0.60 | 0.00 |
| 8/18/2020 | CD | 19c Review insurance amounts coming due | 0.50 | 0.00 |
| 8/18/2020 | CD | 19c Received Tri-State invoice, forward as needed | 0.10 | 0.00 |
| 8/19/2020 | CD | 19c Input payables checks and update register. | 1.50 | 0.00 |
| 8/19/2020 | CD | 19c Call with KOH re payables and cash status | 0.30 | 0.00 |
| 8/19/2020 | CD | 19c Email correspondence to RB re Penn E&R payments | 0.70 | 0.00 |
| 8/20/2020 | CD | 19c Prepare payables check. | 0.20 | 0.00 |
| 8/21/2020 | CD | 19c Receive and review payables invoice | 0.10 | 0.00 |
| 8/21/2020 | CD | 19c Call Aqua PA re Unit 9 water bill and meter connection refunds | 0.20 | 0.00 |
| 8/21/2020 | CD | 19c Received and review payables mail, scan and distribute as needed | 1.00 | 0.00 |
| 8/21/2020 | CD | 19c Review emails/billing re electric service for buildings 3, 8, 10 | 0.50 | 0.00 |
| 8/24/2020 | CD | 19c Input payables checks in register. | 0.30 | 0.00 |
| 8/25/2020 | CD | 19c Call to PECO re Utility accounts billings for buildings 3, 8, 10 | 0.30 | 0.00 |
| 8/25/2020 | CD | 19c Receive and review payables invoices, scan and distribute as needed. | 0.60 | 0.00 |
| 8/25/2020 | CD | 19c Prepare email to PECO for buildings 3, 8, 10 requesting copies of bills and change of billing address. | 0.30 | 0.00 |
| 8/25/2020 | CD | 19c Input payables check in register. | 0.20 | 0.00 |
| 8/25/2020 | CD | 19c Set up Verizon bill access online, try to change billing address, download copy of bill. | 0.40 | 0.00 |
| 8/26/2020 | CD | 19c Input payables checks in register. Pay Verizon bill, prepare and input payables check. | 0.90 | 0.00 |
| 8/26/2020 | CD | 19c Call to Aqua PA re water bill for Lot 21 | 0.10 | 0.00 |
| 8/26/2020 | CD | 19c Call Verizon to change billing address. | 0.10 | 0.00 |
| 8/26/2020 | CD | 19c Review PECO email response re change of address for bills and copies of bills mailed. | 0.10 | 0.00 |
| 8/26/2020 | CD | 19c Receive email correspondence re payables invoice. | 0.10 | 0.00 |
| 8/27/2020 | CD | 19c Prepare payables check and update register. | 0.30 | 0.00 |

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| 8/27/2020 | CD | 19c Receive and review payables invoice by email. | 0.20 | 0.00 |
| 8/27/2020 | CD | 19c Input payables checks and update register. | 0.30 | 0.00 |
| 8/28/2020 | CD | 19c Input payables checks and update register. | 0.20 | 0.00 |
| 8/31/2020 | CD | 19c Prepare payables check, input payables checks, update register. | 0.60 | 0.00 |
| 9/1/2020 | CD | 19c Input payables checks in register. | 0.40 | 0.00 |
| 9/1/2020 | CD | 19c Review email correspondence with payables invoices. | 0.20 | 0.00 |
| 9/1/2020 | CD | 19c Prepare FedEx check and update register. | 0.20 | 0.00 |
| 9/1/2020 | CD | 19c Receive and review payables invoices, scan and distribute as needed. | 1.30 | 0.00 |
| 9/2/2020 | CD | 19c Input payables checks. | 0.70 | 0.00 |
| 9/3/2020 | CD | 19c Prepare and input payables checks. | 2.20 | 0.00 |
| 9/4/2020 | CD | 19c Input payables checks and payroll transfers. | 0.90 | 0.00 |
| 9/4/2020 | CD | 19c Input payables checks and update register. | 0.50 | 0.00 |
| 9/8/2020 | CD | 19c Received Shelly's invoice | 0.10 | 0.00 |
| 9/8/2020 | CD | 19c Input payables checks. | 0.50 | 0.00 |
| 9/8/2020 | CD | 19c Receive and review payables invoices. Download Verizon bill not received in mail yet. | 2.70 | 0.00 |
| 9/8/2020 | CD | 19c Input payables checks in register. | 0.60 | 0.00 |
| 9/9/2020 | CD | 19c Email correspondence re check for mediation, prepare check and letter. | 1.00 | 0.00 |
| 9/9/2020 | CD | 19c Input payables checks written in register. | 0.60 | 0.00 |
| 9/10/2020 | CD | 19c Prepare check & letter for mediation payment and ship by FedEx | 0.90 | 0.00 |
| 9/11/2020 | CD | 19c Prepare payables checks and update register and files. | 1.60 | 0.00 |
| 9/11/2020 | CD | 19c Update payables schedule. | 0.50 | 0.00 |
| 9/14/2020 | CD | 19c Input payables checks in register. | 0.70 | 0.00 |
| 9/14/2020 | CD | 19c Receive and review payables invoice. | 0.10 | 0.00 |
| 9/14/2020 | CD | 19c Receive and review payables invoices received in mail, scan and distribute as needed. | 0.90 | 0.00 |
| 9/14/2020 | CD | 19c Prepare and mail W-9 request to vendor. | 0.10 | 0.00 |
| 9/15/2020 | CD | 19c Input payables checks in register and update files | 1.20 | 0.00 |
| 9/15/2020 | CD | 19c Receive payables invoice | 0.10 | 0.00 |
| 9/15/2020 | CD | 19c Review contractors payments and releases on file. | 2.60 | 0.00 |
| 9/16/2020 | CD | 19c Receive payables invoice in mail, scan and forward as needed. | 0.10 | 0.00 |
| 9/17/2020 | CD | 19c Receive and review payables mail, scan and distribute as needed. | 1.30 | 0.00 |
| 9/17/2020 | CD | 19c Update payables worksheet for contractor invoices received. | 1.50 | 0.00 |
| 9/18/2020 | RB | 19c Work on contractor payables issues | 5.30 | 0.00 |
| 9/18/2020 | CD | 19c Input payables check. | 0.40 | 0.00 |
| 9/18/2020 | CD | 19c Receive and review payables invoice | 0.10 | 0.00 |
| 9/18/2020 | CD | 19c Download Verizon bill not received in mail | 0.30 | 0.00 |
| 9/18/2020 | CD | 19c Prepare and input payables checks. | 2.10 | 0.00 |
| 9/18/2020 | CD | 19c Call with RB re contractor payables and coordination | 0.20 | 0.00 |
| 9/21/2020 | CD | 19c Input payables checks in register | 0.80 | 0.00 |
| 9/21/2020 | CD | 19c Receive and review payables mail and distribute as needed | 0.90 | 0.00 |
| 9/21/2020 | CD | 19c Update payables schedule. | 0.40 | 0.00 |
| 9/22/2020 | CD | 19c Received payables invoices, update payables schedule | 0.20 | 0.00 |
| 9/22/2020 | CD | 19c Input payables checks. | 2.80 | 0.00 |
| 9/23/2020 | CD | 19c Input payables checks in register, work on payables. | 1.10 | 0.00 |
| 9/24/2020 | CD | 19c Receive invoice and update payables schedule. Input payables checks in register. | 0.60 | 0.00 |
| 9/25/2020 | CD | 19c Input payables checks in register, update remittance advice and files | 1.80 | 0.00 |
| 9/25/2020 | CD | 19c Call with RB re contractor payables | 0.60 | 0.00 |
| 9/28/2020 | CD | 19c Input payables checks in register. | 0.80 | 0.00 |
| 9/28/2020 | CD | 19c Receive and review payables invoices and related mail. | 1.30 | 0.00 |
| 9/28/2020 | CD | 19c Input payables check in register. | 0.20 | 0.00 |
| 9/30/2020 | CD | 19c Review email re payables invoice. | 0.20 | 0.00 |
| 9/30/2020 | CD | 19c Prepare payables check and update register. Email correspondence to bank re bank fee. Input additional payables checks. | 2.40 | 0.00 |
| 10/1/2020 | CD | 19c Review emails re payables and contractor invoices. Input payables checks. | 0.70 | 0.00 |
| 10/1/2020 | CD | 19c Update register, forward balances to KOH | 0.50 | 0.00 |
| 10/1/2020 | CD | 19c Receive and review payables invoices, scan and distribute as needed. | 1.30 | 0.00 |
| 10/1/2020 | CD | 19c Email to Payroll processing company re payroll reports for next payroll. Receive and review payroll reports, transfer funds, input payroll. | 1.10 | 0.00 |
| 10/2/2020 | CD | 19c Prepare payables checks, scan and mail. Input payables checks in register. | 1.20 | 0.00 |
| 10/5/2020 | CD | 19c Receive and review payables invoices. | 0.40 | 0.00 |

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| 10/6/2020 | CD | 19c Input payables checks. | 0.40 | 0.00 |
| 10/7/2020 | CD | 19c Prepare insurance checks. | 0.60 | 0.00 |
| 10/8/2020 | CD | 19c Input payables checks in registers. Receive invoices & payables checks. | 1.50 | 0.00 |
| 10/9/2020 | CD | 19c Input payables checks in registers. | 1.30 | 0.00 |
| 10/9/2020 | CD | 19c Received payables invoice. | 0.10 | 0.00 |
| 10/12/2020 | RB | 19c Work on accounts payable: review of invoices and preparation/transmittal of same (detailed prep of remittance advices, etc.) | 2.70 | 0.00 |
| 10/12/2020 | RB | 19c Call with Carol Davis re: accounts payable issues | 0.20 | 0.00 |
| 10/12/2020 | CD | 19c Call with RB re payables issues | 0.20 | 0.00 |
| 10/12/2020 | CD | 19c Prepare payables checks. | 0.30 | 0.00 |
| 10/13/2020 | RB | 19c Preparation of payments and related remittance advices for various contractors | 1.30 | 0.00 |
| 10/13/2020 | RB | 19c Call with Carol Davis re: status of invoices and reporting of same | 0.30 | 0.00 |
| 10/13/2020 | CD | 19c Review email correspondence with invoices and checks. Update register. | 1.20 | 0.00 |
| 10/13/2020 | CD | 19c Receive and review payables mail, scan and distribute as needed. | 1.40 | 0.00 |
| 10/13/2020 | CD | 19c Work on September monthly operating report. | 1.40 | 0.00 |
| 10/14/2020 | RB | 19c Work with Carol Davis via phone re: specific contractor outstanding payables, updates to partial releases | 0.50 | 0.00 |
| 10/14/2020 | RB | 19c Work on Accounts Payable: verification of work performed, prep of remittance advices and generation of payments | 1.70 | 0.00 |
| 10/14/2020 | CD | 19c Input payroll and payables checks. | 0.70 | 0.00 |
| 10/14/2020 | CD | 19c Input PECO remittance advice for invoices. | 0.30 | 0.00 |
| 10/14/2020 | CD | 19c Call with RB re contractor payables and partial releases | 0.50 | 0.00 |
| 10/14/2020 | CD | 19c Input payables checks | 0.20 | 0.00 |
| 10/15/2020 | RB | 19c Work on accounts payable: verification of invoices; prep of invoices, remittance advices, payments and transmittal of same | 1.80 | 0.00 |
| 10/15/2020 | CD | 19c Prepare payables check and update register | 0.90 | 0.00 |
| 10/16/2020 | RB | 19c Call with vendor re: insufficient information on invoice for payment | 0.10 | 0.00 |
| 10/16/2020 | RB | 19c Work on accounts payable: verification of invoices; remittance advice prep, and prep of payments and transmission of same | 2.70 | 0.00 |
| 10/16/2020 | RB | 19c Call with Carol Davis re: payables issues | 0.10 | 0.00 |
| 10/16/2020 | CD | 19c Receive payables invoices. | 0.20 | 0.00 |
| 10/16/2020 | CD | 19c Receive and review payables invoices. Review bills for utilities. | 2.40 | 0.00 |
| 10/16/2020 | CD | 19c Call with RB re payables issues | 0.10 | 0.00 |
| 10/16/2020 | CD | 19c Input payables checks in register | 0.40 | 0.00 |
| 10/19/2020 | RB | 19c Work on accounts payable matters | 1.90 | 0.00 |
| 10/19/2020 | CD | 19c Review utility bills for amounts due and final bills for utilities. | 2.50 | 0.00 |
| 10/19/2020 | CD | 19c Receive and review payables invoices, scan and distribute as needed. | 1.30 | 0.00 |
| 10/20/2020 | RB | 19c Calls with Carol Davis re: payables issues | 0.20 | 0.00 |
| 10/20/2020 | RB | 19c Work on payables issues: prep of remittance advices and related payments for multiple contractors/suppliers | 2.90 | 0.00 |
| 10/20/2020 | CD | 19c Input payables checks and update register. | 0.20 | 0.00 |
| 10/20/2020 | CD | 19c Review RDA invoice. | 0.20 | 0.00 |
| 10/20/2020 | CD | 19c Prepare and input payables checks. Update registers. | 3.70 | 0.00 |
| 10/20/2020 | CD | 19c Input payables checks in register. Download Verizon bill, prepare check. | 1.30 | 0.00 |
| 10/20/2020 | CD | 19c Call with RB re payables issues | 0.20 | 0.00 |
| 10/21/2020 | RB | 19c Handle accounts payable matters | 1.20 | 0.00 |
| 10/21/2020 | CD | 19c Input payables checks written in register. Input utility bills in remittance advice schedule, review invoices and payments issued. | 2.70 | 0.00 |
| 10/21/2020 | CD | 19c Receive & review payables invoices, scan and distribute as needed. | 1.50 | 0.00 |
| 10/22/2020 | RB | 19c Work on accounts payable issues | 0.80 | 0.00 |
| 10/23/2020 | RB | 19c Work on accounts payable issues: payment generation, remittance advice prep | 0.60 | 0.00 |
| 10/25/2020 | RB | 19c Work on accounts payable issues: update remittance advice formulas and format for increased activity on large vendors; update for invoices received | 1.40 | 0.00 |
| 10/26/2020 | RB | 19c Work on accounts payable issues: review invoices received and generate payments | 1.30 | 0.00 |
| 10/26/2020 | CD | 19c Receive and review invoices. Prepare payables checks. Input payables checks in registers. Review payables and update registers. | 5.80 | 0.00 |
| 10/26/2020 | CD | 19c Received and review insurance invoices and email. | 0.20 | 0.00 |
| 10/27/2020 | RB | 19c Work on recurring accounts payable matters: prep of remittance advices for generation of payments | 0.80 | 0.00 |
| 10/27/2020 | CD | 19c Input payables checks from RB. Prepare payables checks and input in register. | 1.80 | 0.00 |

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| 10/28/2020 | RB | 19c Work on recurring accounts payable issues | 0.90 | 0.00 |
| 10/28/2020 | RB | 19c Work with Carol Davis via phone re: accounts payable issues | 0.20 | 0.00 |
| 10/28/2020 | CD | 19c Received and review Aqua PA final bill. | 0.60 | 0.00 |
| 10/28/2020 | CD | 19c Call with RB re payables issues | 0.20 | 0.00 |
| 10/29/2020 | RB | 19c Work on accounts payable issues: generation of remittance advice statements & related payments; transmittal of same | 0.90 | 0.00 |
| 10/29/2020 | CD | 19c Review invoices and update payables. | 0.20 | 0.00 |
| 10/30/2020 | RB | 19c Work on recurring accounts payable issues: prep of remittance advices for multiple vendors, payment preparation & transmittal of same | 1.90 | 0.00 |
| 10/30/2020 | CD | 19c Input payables checks. | 1.20 | 0.00 |
| 10/30/2020 | CD | 19c Receive and review amount due for payables invoice. | 0.20 | 0.00 |
| 11/2/2020 | RB | 19c Work on accounts payable issues | 2.70 | 0.00 |
| 11/2/2020 | CD | 19c Input payables checks in register. | 0.30 | 0.00 |
| 11/2/2020 | CD | 19c Receive and review Shelly's 11/1/20 statement. | 0.10 | 0.00 |
| 11/2/2020 | CD | 19c Receive and review payables received by mail, scan and distribute as needed. Review additional amounts due for invoices received by email. | 1.80 | 0.00 |
| 11/2/2020 | CD | 19c Call to Aqua PA re water bill for 42 | 0.20 | 0.00 |
| 11/2/2020 | CD | 19c Prepare and input payables checks. | 1.20 | 0.00 |
| 11/2/2020 | CD | 19c Review payables invoices. Input payables checks. | 0.80 | 0.00 |
| 11/3/2020 | CD | 19c Input payables checks in register. | 1.00 | 0.00 |
| 11/3/2020 | CD | 19c Receive and review payables invoices received in mail, scan and distribute as needed. | 0.50 | 0.00 |
| 11/3/2020 | CD | 19c Call to Stream to cancel trailer electric service contract | 0.50 | 0.00 |
| 11/4/2020 | CD | 19c Receive and review for amount due on payables invoice | 0.10 | 0.00 |
| 11/4/2020 | CD | 19c Call with RB re o/s payables and partial releases | 0.40 | 0.00 |
| 11/5/2020 | RB | 19c Work on accounts payable issues | 1.30 | 0.00 |
| 11/5/2020 | CD | 19c Receive payables invoices, review for amounts due. | 0.30 | 0.00 |
| 11/5/2020 | CD | 19c Input payables checks in register | 0.50 | 0.00 |
| 11/6/2020 | RB | 19c Work on accounts payable issues | 1.10 | 0.00 |
| 11/6/2020 | CD | 19c Input payables checks in register, review invoices due and update files. | 1.90 | 0.00 |
| 11/6/2020 | CD | 19c Receive, review, scan and distribute payables mail | 0.60 | 0.00 |
| 11/6/2020 | CD | 19c Prepare payables check and input in register | 0.30 | 0.00 |
| 11/8/2020 | RB | 19c Prepare AP payments | 0.20 | 0.00 |
| 11/9/2020 | RB | 19c Prepare AP payments | 0.30 | 0.00 |
| 11/9/2020 | CD | 19c Work on payables update and check register input. | 0.30 | 0.00 |
| 11/10/2020 | RB | 19c Prepare AP schedules in prep for payments | 0.60 | 0.00 |
| 11/10/2020 | CD | 19c Receive payables invoices. Download Verizon bills. | 0.80 | 0.00 |
| 11/10/2020 | CD | 19c Receive, review, scan and distribute payables mail | 0.30 | 0.00 |
| 11/11/2020 | RB | 19c Work on accounts payable issues | 0.90 | 0.00 |
| 11/11/2020 | CD | 19c Prepare payables check. Review utility bills received in mail, scan and update payables. Input payables checks in register. | 1.20 | 0.00 |
| 11/12/2020 | CD | 19c Preparation of accounts payable schedules and related payments | 2.60 | 0.00 |
| 11/12/2020 | CD | 19c Input payables checks in register. | 0.30 | 0.00 |
| 11/12/2020 | CD | 19c Receive payables invoice | 0.10 | 0.00 |
| 11/13/2020 | RB | 19c Prepare specific payments and handle accounts issues | 1.80 | 0.00 |
| 11/13/2020 | CD | 19c Prepare payables checks, remittance advice and update register. | 1.50 | 0.00 |
| 11/13/2020 | CD | 19c Update payables files. | 0.90 | 0.00 |
| 11/16/2020 | CD | 19c Input payables checks in register. | 0.20 | 0.00 |
| 11/16/2020 | CD | 19c Download Verizon bill not received in mail | 0.20 | 0.00 |
| 11/16/2020 | CD | 19c Review amounts due for invoices received and input payables register. | 0.90 | 0.00 |
| 11/16/2020 | CD | 19c Call to Verizon re phone/internet accounts and billing. | 0.70 | 0.00 |
| 11/16/2020 | CD | 19c Email to Feasterville requesting invoice for Lot 20 | 0.20 | 0.00 |
| 11/17/2020 | RB | 19c Process multiple accounts payable payments and complete related follow-up | 2.60 | 0.00 |
| 11/17/2020 | CD | 19c Receive and review payables related mail received, copy and distribute as needed. | 2.00 | 0.00 |
| 11/18/2020 | RB | 19c Process multiple accounts payable payments and complete related follow-up | 0.70 | 0.00 |
| 11/18/2020 | CD | 19c Review and input payables checks in register. | 1.30 | 0.00 |
| 11/18/2020 | CD | 19c Receive and review payables invoices and update schedule of amounts due | 1.10 | 0.00 |
| 11/19/2020 | RB | 19c Calls with Carol Davis re: payables issues | 0.20 | 0.00 |
| 11/19/2020 | RB | 19c Work on preparation of accounts payable payments and related documentation and follow-up; transmittal of same | 2.90 | 0.00 |

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| 11/19/2020 | CD | 19c Prepare payables checks and input checks written in register. | 1.80 | 0.00 |
| 11/19/2020 | CD | 19c Call with RB re payables issues | 0.20 | 0.00 |
| 11/20/2020 | RB | 19c Work on preparation of accounts payable payments and related documentation and follow-up; transmittal of same | 1.60 | 0.00 |
| 11/20/2020 | CD | 19c Review payables invoices received in mail, scan and distribute as needed. Review amounts due for invoices received by email. | 1.20 | 0.00 |
| 11/20/2020 | CD | 19c Input payables checks in register. | 0.70 | 0.00 |
| 11/23/2020 | RB | 19c Prepare AP payments | 1.60 | 0.00 |
| 11/23/2020 | CD | 19c Receive payables invoices in mail, review and distribute as needed. | 1.50 | 0.00 |
| 11/23/2020 | CD | 19c Review email from Bernie re invoice not approved | 0.10 | 0.00 |
| 11/24/2020 | CD | 19c Input payables checks in register. | 1.10 | 0.00 |
| 11/24/2020 | CD | 19c Write out payables checks, scan and prepare for mailing. Update remittance advices. Update payables worksheet | 2.90 | 0.00 |
| 11/24/2020 | CD | 19c Receive and review payables invoices received in mail, scan and distribute as needed. | 0.50 | 0.00 |
| 11/27/2020 | RB | 19c Prepare AP payments | 0.90 | 0.00 |
| 11/29/2020 | CD | 19c Receive and review payables invoice, Aqua PA letter re payment credit | 0.40 | 0.00 |
| 11/30/2020 | RB | 19c Prepare AP payments and other payables prep work: verification of W-9s, etc. | 0.90 | 0.00 |
| 11/30/2020 | CD | 19c Review emails re payables invoices and checks issued. Input payables checks in register. | 0.80 | 0.00 |
| 11/30/2020 | CD | 19c Call Aqua PA re payment credit. | 0.10 | 0.00 |
| 11/30/2020 | CD | 19c Review invoice received by email | 0.10 | 0.00 |
| 12/1/2020 | RB | 19c Prepare AP payments | 1.40 | 0.00 |
| 12/1/2020 | CD | 19c Input payables checks in register. | 0.50 | 0.00 |
| 12/1/2020 | CD | 19c Review Hamilton statement received in mail. | 0.10 | 0.00 |
| 12/1/2020 | CD | 19c Receive and review amounts due for payables invoices | 0.20 | 0.00 |
| 12/2/2020 | CD | 19c Prepare payables check and input in register | 0.40 | 0.00 |
| 12/2/2020 | CD | 19c Receive and review payables mail. | 0.80 | 0.00 |
| 12/3/2020 | CD | 19c Input payables check. | 0.20 | 0.00 |
| 12/4/2020 | RB | 19c Prepare AP payments | 1.30 | 0.00 |
| 12/4/2020 | CD | 19c Receive and update amount due for payables invoices | 0.40 | 0.00 |
| 12/4/2020 | CD | 19c Prepare payables check and update register. | 0.30 | 0.00 |
| 12/7/2020 | CD | 19c Review emails re invoices and checks paid. Review FedEx invoice for shipments. Input checks in register. | 1.10 | 0.00 |
| 12/7/2020 | CD | 19c Review FedEx invoice for payments issued. | 0.10 | 0.00 |
| 12/8/2020 | RB | 19c Prepare AP payments | 0.60 | 0.00 |
| 12/8/2020 | CD | 19c Review email correspondence re payables invoice. Receive and review payables mail. Scan and distribute as needed. | 1.10 | 0.00 |
| 12/9/2020 | CD | 19c Prepare payables check and input in register. Review payables invoice and update payables due. Input additional payables checks in register. | 0.60 | 0.00 |
| 12/10/2020 | RB | 19c Prepare AP payments | 1.10 | 0.00 |
| 12/11/2020 | RB | 19c Prepare AP payments | 0.20 | 0.00 |
| 12/14/2020 | RB | 19c Work on recurring AP issues and prepare payments | 2.40 | 0.00 |
| 12/14/2020 | CD | 19c Prepare payables checks and input in register. Update register with additional payables checks. Receive invoices and update payables. | 2.40 | 0.00 |
| 12/14/2020 | CD | 19c Receive and review payables invoices, scan and distribute as needed. | 0.60 | 0.00 |
| 12/15/2020 | RB | 19c Work on recurring AP issues and prepare payments | 1.40 | 0.00 |
| 12/15/2020 | CD | 19c Input payables checks in register | 0.90 | 0.00 |
| 12/15/2020 | CD | 19c Receive and review payables mail, scan and distribute as needed. | 2.00 | 0.00 |
| 12/16/2020 | CD | 19c Input payables checks in register. | 0.20 | 0.00 |
| 12/16/2020 | CD | 19c Review invoices received and update payables. | 0.10 | 0.00 |
| 12/17/2020 | RB | 19c Work on recurring AP issues and prepare payments | 0.40 | 0.00 |
| 12/17/2020 | CD | 19c Input payables check in register. | 0.10 | 0.00 |
| 12/17/2020 | CD | 19c Prepare payables checks and input in register. | 1.40 | 0.00 |
| 12/18/2020 | CD | 19c Review email re Shelly's invoice | 0.10 | 0.00 |
| 12/18/2020 | CD | 19c Input payables check in register. | 0.10 | 0.00 |
| 12/18/2020 | CD | 19c Receive and review payables related mail | 0.50 | 0.00 |
| 12/21/2020 | RB | 19c Prepare AP payments | 1.60 | 0.00 |
| 12/21/2020 | CD | 19c Review water bills, scan and prepare check. Call to Aqua re amounts due on bills. | 1.70 | 0.00 |
| 12/21/2020 | CD | 19c Prepare and deposit Gerhard's refund check. | 0.30 | 0.00 |
| 12/21/2020 | CD | 19c Work on payables checks register update. | 1.00 | 0.00 |
| 12/21/2020 | CD | 19c Input payables checks in register. | 0.30 | 0.00 |

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| 12/22/2020 | RB | 19c Prepare AP payments | 1.40 | 0.00 |
| 12/22/2020 | CD | 19c Input payables check in register. | 0.10 | 0.00 |
| 12/23/2020 | CD | 19c Receive and review payables mail, scan and distribute as needed. | 0.70 | 0.00 |
| 12/24/2020 | RB | 19c Work on recurring contractor issues incl detailed review of invoices and obtaining approvals of same | 2.80 | 0.00 |
| 12/24/2020 | RB | 19c Prepare AP payments | 1.30 | 0.00 |
| 12/24/2020 | CD | 19c Prepare payables check and input in register | 0.20 | 0.00 |
| 12/28/2020 | CD | 19c Input payables checks in register | 0.90 | 0.00 |
| 12/29/2020 | RB | 19c Prepare AP payments | 1.80 | 0.00 |
| 12/29/2020 | CD | 19c Input payables check in register. | 0.10 | 0.00 |
| 12/30/2020 | RB | 19c Prepare AP payments | 0.30 | 0.00 |
| 12/30/2020 | CD | 19c Review emails re payables checks. Input payables checks in register. | 0.50 | 0.00 |
| 12/30/2020 | CD | 19c Receive payables invoice in mail, review. | 0.20 | 0.00 |
| 12/30/2020 | CD | 19c Receive membership program offer from contractor | 0.20 | 0.00 |
| 12/30/2020 | CD | 19c Input payables check in register. | 0.20 | 0.00 |
| 12/31/2020 | RB | 19c Prepare AP payments | 2.60 | 0.00 |
| 12/31/2020 | CD | 19c Review email correspondence re backflow costs and building supply invoices. | 0.40 | 0.00 |
| 12/31/2020 | CD | 19c Prepare payables checks and input in register. | 0.40 | 0.00 |
| 1/2/2021 | RB | 19c Prepare AP payments | 0.40 | 0.00 |
| 1/4/2021 | RB | 19c Review and preparation of AP pmts | 1.40 | 0.00 |
| 1/4/2021 | CD | 19c Download and review Verizon invoice, not received in the mail. | 0.20 | 0.00 |
| 1/4/2021 | CD | 19c Review payables invoices, prepare payables checks and input payables checks in register. Update reports for December. | 2.50 | 0.00 |
| 1/4/2021 | CD | 19c Received and review payables mail, scan and distribute as needed | 0.90 | 0.00 |
| 1/5/2021 | CD | 19c Input payables checks in register from RB. Prepare payables checks and update registers. | 2.20 | 0.00 |
| 1/5/2021 | CD | 19c Calls with RB re contractor and payables issues. | 1.40 | 0.00 |
| 1/6/2021 | RB | 19c Prepare AP payments | 0.70 | 0.00 |
| 1/6/2021 | CD | 19c Review amounts due for invoices received and input payables register. Process payables payments. | 0.60 | 0.00 |
| 1/7/2021 | CD | 19c Input payables checks in register. | 0.20 | 0.00 |
| 1/8/2021 | CD | 19c Receive and review payables invoices received in mail, scan and distribute. Review email correspondence with contractor invoices. | 1.20 | 0.00 |
| 1/8/2021 | CD | 19c Call to Aqua re invoice | 0.20 | 0.00 |
| 1/9/2021 | RB | 19c Prepare AP payments | 1.10 | 0.00 |
| 1/11/2021 | RB | 19c Prepare AP payments | 2.30 | 0.00 |
| 1/11/2021 | CD | 19c Input payables checks in registers. | 1.80 | 0.00 |
| 1/11/2021 | CD | 19c Review emails re payables invoices. | 0.20 | 0.00 |
| 1/12/2021 | RB | 19c Prepare AP payments | 0.30 | 0.00 |
| 1/12/2021 | CD | 19c Input payables checks in registers. Prepare and input in register Aqua PA & PECO checks. | 2.40 | 0.00 |
| 1/12/2021 | CD | 19c Receive and review payables mail, scan and distribute as needed. | 1.20 | 0.00 |
| 1/12/2021 | CD | 19c Review Feasterville invoice billing, etc. | 1.00 | 0.00 |
| 1/13/2021 | RB | 19c Prepare AP payments | 1.60 | 0.00 |
| 1/13/2021 | CD | 19c Review payables invoices for amounts due. | 0.30 | 0.00 |
| 1/13/2021 | CD | 19c Deposit Feasterville refund checks. | 0.40 | 0.00 |
| 1/14/2021 | CD | 19c Input payables checks in register. | 0.90 | 0.00 |
| 1/14/2021 | CD | 19c Receive and review payables invoices. | 0.50 | 0.00 |
| 1/18/2021 | RB | 19c Prepare AP payments | 1.30 | 0.00 |
| 1/18/2021 | CD | 19c Receive and review mail, scan and distribute as needed. | 0.90 | 0.00 |
| 1/19/2021 | RB | 19c Prepare AP payments | 1.70 | 0.00 |
| 1/19/2021 | CD | 19c Input payables checks in register | 0.70 | 0.00 |
| 1/19/2021 | CD | 19c Prepare payables checks, scan and input in register. | 1.00 | 0.00 |
| 1/19/2021 | CD | 19c Receive and review payables mail, scan and distribute as needed. | 1.30 | 0.00 |
| 1/19/2021 | CD | 19c Review email correspondence re payables check. | 0.10 | 0.00 |
| 1/19/2021 | CD | 19c Received and review W-9 from vendor | 0.10 | 0.00 |
| 1/19/2021 | CD | 19c Input payables checks from RB. | 0.70 | 0.00 |
| 1/20/2021 | RB | 19c Prepare AP payments | 0.70 | 0.00 |
| 1/20/2021 | CD | 19c Input payables checks in register. | 0.50 | 0.00 |
| 1/20/2021 | CD | 19c Prepare payables checks, input remittance advice and update register. | 2.40 | 0.00 |
| 1/20/2021 | CD | 19c Input payables check. | 0.10 | 0.00 |
| 1/21/2021 | RB | 19c Prepare AP payments | 0.10 | 0.00 |
| 1/21/2021 | CD | 19c Update payables files. | 1.10 | 0.00 |

| | | | Hrs/Rate | Amount |
|-----------|----|--|----------|--------|
| 1/22/2021 | RB | 19c Prepare AP payments | 1.60 | 0.00 |
| 1/22/2021 | CD | 19c Receive and review mail, scan and distribute as needed. | 1.10 | 0.00 |
| 1/22/2021 | CD | 19c Input payables check in register. | 0.10 | 0.00 |
| 1/22/2021 | CD | 19c Prepare payables checks, scan and update registers. | 0.80 | 0.00 |
| 1/25/2021 | RB | 19c Prepare AP payments | 0.60 | 0.00 |
| 1/25/2021 | CD | 19c Input payables checks in registers | 0.90 | 0.00 |
| 1/25/2021 | CD | 19c Review vendor invoices for payables update | 0.70 | 0.00 |
| 1/25/2021 | CD | 19c Receive and review payables invoice for Aqua PA final bill | 0.40 | 0.00 |
| 1/26/2021 | RB | 19c Prepare AP payments | 1.30 | 0.00 |
| 1/26/2021 | CD | 19c Input payables checks in register. | 0.20 | 0.00 |
| 1/26/2021 | CD | 19c Input payables check in register. | 0.20 | 0.00 |
| 1/26/2021 | CD | 19c Review amounts due on electric invoices | 0.20 | 0.00 |
| 1/28/2021 | RB | 19c Prepare AP payments | 0.40 | 0.00 |
| 1/28/2021 | CD | 19c Review emails re invoices and cabinets paid for | 0.20 | 0.00 |
| 1/28/2021 | CD | 19c Receive and review payables mail, scan and distribute as needed. | 0.80 | 0.00 |
| 1/28/2021 | CD | 19c Input payables checks | 0.20 | 0.00 |
| 1/31/2021 | RB | 19c Prepare AP payments | 1.30 | 0.00 |
| 2/1/2021 | RB | 19c Prepare AP payments | 1.20 | 0.00 |
| 2/1/2021 | CD | 19c Input payables checks in register | 1.10 | 0.00 |
| 2/1/2021 | CD | 19c Review Shelly's statement which includes finance charge for ret'd wood | 0.10 | 0.00 |
| 2/1/2021 | CD | 19c Review FedEx invoice for IVC shipments | 0.10 | 0.00 |
| 2/1/2021 | CD | 19c Receive multiple invoices and summarize amounts due | 0.30 | 0.00 |
| 2/2/2021 | RB | 19c Prepare AP payments | 0.10 | 0.00 |
| 2/2/2021 | CD | 19c Input payables checks in register | 0.50 | 0.00 |
| 2/2/2021 | CD | 19c Prepare payables checks, input in remittance advice, scan and input in register. | 2.00 | 0.00 |
| 2/5/2021 | RB | 19c Prepare AP payments | 0.60 | 0.00 |
| 2/5/2021 | CD | 19c Update payables for invoices received, forward invoices as needed. | 0.80 | 0.00 |
| 2/5/2021 | CD | 19c Receive and review payables invoices in mail | 0.30 | 0.00 |
| 2/5/2021 | CD | 19c Input payables checks in register | 0.50 | 0.00 |
| 2/8/2021 | RB | 19c Prepare AP payments | 0.60 | 0.00 |
| 2/8/2021 | CD | 19c Prepare payables checks and input in register. | 0.40 | 0.00 |
| 2/8/2021 | CD | 19c Receive and review invoices received, scan and distribute as needed. | 0.70 | 0.00 |
| 2/9/2021 | RB | 19c Prepare AP payments | 0.40 | 0.00 |
| 2/9/2021 | CD | 19c Input payables checks in register | 0.80 | 0.00 |
| 2/10/2021 | RB | 19c Prepare AP payments | 1.60 | 0.00 |
| 2/10/2021 | CD | 19c Review invoices received and update payables amounts due | 0.50 | 0.00 |
| 2/11/2021 | CD | 19c Input payables checks in register | 0.50 | 0.00 |
| 2/11/2021 | CD | 19c Receive and review payables invoices, scan and distribute as needed | 0.60 | 0.00 |
| 2/13/2021 | RB | 19c Prepare AP payments | 1.40 | 0.00 |
| 2/14/2021 | RB | 19c Prepare AP payments | 1.80 | 0.00 |
| 2/15/2021 | RB | 19c Prepare AP payments | 0.40 | 0.00 |
| 2/15/2021 | CD | 19c Work on payables, prepare payables checks and input checks in registers. | 2.20 | 0.00 |
| 2/16/2021 | RB | 19c Prepare AP payments | 1.10 | 0.00 |
| 2/16/2021 | CD | 19c Input payables check in register | 0.20 | 0.00 |
| 2/16/2021 | CD | 19c Review payables invoices and extras charges. | 0.20 | 0.00 |
| 2/16/2021 | CD | 19c Receive and review payables mail received. | 1.00 | 0.00 |
| 2/16/2021 | CD | 19c Input payables checks in register | 1.00 | 0.00 |
| 2/17/2021 | CD | 19c Review payables invoices, prepare payables checks and update check registers. | 3.50 | 0.00 |
| 2/18/2021 | CD | 19c Input checks in registers, review invoices. | 3.40 | 0.00 |
| 2/19/2021 | RB | 19c Prepare AP payments | 0.40 | 0.00 |
| 2/19/2021 | CD | 19c Prepare payables checks, scan and input in registers | 2.00 | 0.00 |
| 2/21/2021 | RB | 19c Prepare AP payments | 0.40 | 0.00 |
| 2/22/2021 | RB | 19c Prepare AP payments | 0.60 | 0.00 |
| 2/22/2021 | CD | 19c Receive and review payables mail received, scan and distribute as needed. | 2.90 | 0.00 |
| 2/22/2021 | CD | 19c Review appliance invoices for purchases per units | 1.00 | 0.00 |
| 2/23/2021 | RB | 19c Prepare AP payments | 1.20 | 0.00 |
| 2/23/2021 | CD | 19c Prepare payables checks, input payables checks in register, review payables invoices for amounts due | 3.00 | 0.00 |
| 2/23/2021 | CD | 19c Review Aqua PA accounts | 0.40 | 0.00 |
| 2/24/2021 | RB | 19c Prepare AP payments | 1.40 | 0.00 |

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| 2/24/2021 | CD | 19c Review invoices for payables, write out and input payables checks in register. | 1.90 | 0.00 |
| 2/24/2021 | CD | 19c Call with Aqua PA to obtain invoices not received in the mail | 0.70 | 0.00 |
| 2/25/2021 | RB | 19c Prepare AP payments | 0.30 | 0.00 |
| 2/25/2021 | CD | 19c Download and review Aqua PA invoices received by email. Call Aqua PA for additional invoice. Prepare payables checks for Aqua PA and PECO, input checks in registers. | 3.30 | 0.00 |
| 2/25/2021 | CD | 19c Review email correspondence re bond increase. Prepare check and input in register. | 0.40 | 0.00 |
| 2/26/2021 | RB | 19c Prepare AP payments | 1.20 | 0.00 |
| 2/28/2021 | RB | 19c Prepare AP payments | 1.20 | 0.00 |
| 3/1/2021 | CD | 19c Input payables checks in register and update pending payables. | 2.40 | 0.00 |
| 3/2/2021 | RB | 19c Prepare AP payments | 1.90 | 0.00 |
| 3/2/2021 | CD | 19c Update pending payables. | 0.20 | 0.00 |
| 3/2/2021 | CD | 19c Input payables checks in register. | 2.00 | 0.00 |
| 3/3/2021 | CD | 19c Review GE Appliance statement. | 0.20 | 0.00 |
| 3/3/2021 | CD | 19c Open and review mail received, scan and distribute as needed. | 1.90 | 0.00 |
| 3/4/2021 | RB | 19c Prepare AP payments | 0.70 | 0.00 |
| 3/4/2021 | CD | 19c Input payables checks in register | 0.80 | 0.00 |
| 3/5/2021 | CD | 19c Received and review payables. Update payables in register. | 0.70 | 0.00 |
| 3/5/2021 | CD | 19c Prepare payables check and input in register | 0.50 | 0.00 |
| 3/5/2021 | CD | 19c Review invoices received in the mail, scan and distribute as needed. | 1.50 | 0.00 |
| 3/5/2021 | CD | 19c Review Feasterville invoices for Lots 12 & 15 for revised extras calculation | 3.30 | 0.00 |
| 3/7/2021 | RB | 19c Prepare AP payments | 0.20 | 0.00 |
| 3/8/2021 | RB | 19c Prepare AP payments | 1.90 | 0.00 |
| 3/8/2021 | CD | 19c Update payables register with invoices received. | 0.50 | 0.00 |
| 3/8/2021 | CD | 19c Prepare and input payables checks. | 1.20 | 0.00 |
| 3/9/2021 | RB | 19c Prepare AP payments | 0.30 | 0.00 |
| 3/9/2021 | CD | 19c Input checks and payables in register. | 0.80 | 0.00 |
| 3/9/2021 | CD | 19c Receive and review payables mail received, scan and distribute as needed. Call to Leonard re Aqua PA and PECO bills. | 1.70 | 0.00 |
| 3/10/2021 | RB | 19c Prepare AP payments | 2.10 | 0.00 |
| 3/10/2021 | CD | 19c Update payables register with invoices received. | 0.90 | 0.00 |
| 3/10/2021 | CD | 19c Prepare payables checks and input checks in register. | 1.70 | 0.00 |
| 3/11/2021 | CD | 19c Update payables register with invoices received. | 0.50 | 0.00 |
| 3/11/2021 | CD | 19c Input payables check in register | 0.20 | 0.00 |
| 3/12/2021 | CD | 19c Receive and review mail received, scan and distribute as needed. | 1.20 | 0.00 |
| 3/14/2021 | RB | 19c Call with Leonard re: logistics of transmittal of escrow deposits | 0.10 | 0.00 |
| 3/15/2021 | RB | 19c Prepare AP payments | 0.30 | 0.00 |
| 3/15/2021 | CD | 19c Receive and review payables mail, scan and distribute as needed. | 0.60 | 0.00 |
| 3/15/2021 | CD | 19c Update payables register with invoices received. | 1.50 | 0.00 |
| 3/16/2021 | RB | 19c Prepare AP payments | 2.10 | 0.00 |
| 3/16/2021 | CD | 19c Input payables checks written by RB | 2.00 | 0.00 |
| 3/16/2021 | CD | 19c Update payables register with invoices received. | 0.50 | 0.00 |
| 3/16/2021 | CD | 19c Receive and review payables mail, scan and distribute as needed. | 1.80 | 0.00 |
| 3/17/2021 | RB | 19c Prepare AP payments | 0.60 | 0.00 |
| 3/17/2021 | CD | 19c Input payables checks in register. | 1.10 | 0.00 |
| 3/17/2021 | CD | 19c Update payables register with invoices received. | 0.60 | 0.00 |
| 3/17/2021 | CD | 19c Request check order from Regions Bank | 0.20 | 0.00 |
| 3/17/2021 | CD | 19c Review amounts due on Aqua PA and PECO invoices and prepare payables checks. | 4.10 | 0.00 |
| 3/18/2021 | CD | 19c Input payables checks. | 0.60 | 0.00 |
| 3/18/2021 | CD | 19c Update payables register with invoices received, update files. | 1.30 | 0.00 |
| 3/19/2021 | RB | 19c Prepare AP payments | 0.80 | 0.00 |
| 3/19/2021 | CD | 19c Input payables checks in register. | 0.90 | 0.00 |
| 3/19/2021 | CD | 19c Update payables register with invoices received. | 0.20 | 0.00 |
| 3/19/2021 | CD | 19c Review PECO electric & gas bills or units and prepare payables check. | 1.60 | 0.00 |
| 3/22/2021 | RB | 19c Prepare AP payments | 2.60 | 0.00 |
| 3/22/2021 | CD | 19c Input payables checks and update payables register. | 4.00 | 0.00 |
| 3/22/2021 | CD | 19c Receive and review payables mail, scan and distribute as needed. | 0.50 | 0.00 |
| 3/23/2021 | CD | 19c Input payables checks in register and update files. | 2.80 | 0.00 |
| 3/23/2021 | CD | 19c Multiple emails re bond check | 0.30 | 0.00 |
| 3/23/2021 | CD | 19c Review PECO electric & gas bills for units. | 0.40 | 0.00 |
| 3/24/2021 | CD | 19c Review PECO utility bills. Call to PECO for additional information. | 1.00 | 0.00 |

| 3/25/2021 | RB | 19c Prepare AP payments | | 0.20 | 0.00 |
|-----------|----|---|--|------|------|
| 3/25/2021 | CD | 19c Input payables checks in register. | | 1.00 | 0.00 |
| 3/25/2021 | CD | 19c Receive and review payables mail | | 0.80 | 0.00 |
| 3/25/2021 | CD | 19c Review email correspondence re insurance billing | | 0.10 | 0.00 |
| 3/26/2021 | CD | 19c Receive and review mail, scan and distribute as needed. | | 1.20 | 0.00 |
| 3/27/2021 | RB | 19c Prepare AP payments | | 0.90 | 0.00 |
| 3/29/2021 | RB | 19c Prepare AP payments | | 1.90 | 0.00 |
| 3/29/2021 | CD | 19c Input payables checks in register. | | 3.00 | 0.00 |
| 3/29/2021 | CD | 19c Receive and review mail, scan and distribute as needed. | | 3.90 | 0.00 |
| 3/30/2021 | RB | 19c Prepare AP payments | | 2.40 | 0.00 |
| 3/30/2021 | CD | 19c Prepare payables checks and input in register. Input additional payables checks from RB. | | 2.60 | 0.00 |
| 3/31/2021 | RB | 19c Prepare AP payments | | 0.30 | 0.00 |
| 3/31/2021 | CD | 19c Input payables checks in register. | | 1.80 | 0.00 |
| 3/31/2021 | CD | 19c Email correspondence with RB re bond | | 0.10 | 0.00 |
| 4/1/2021 | CD | 19c Receive invoices and distribute as needed. | | 0.20 | 0.00 |
| 4/1/2021 | CD | 19c Review contractor statement to confirm payments issued | | 0.10 | 0.00 |
| 4/1/2021 | CD | 19c Update payables register with invoices received. | | 0.90 | 0.00 |
| 4/2/2021 | RB | 19c Prepare AP payments | | 0.20 | 0.00 |
| 4/2/2021 | CD | 19c Input payables check in register. | | 0.40 | 0.00 |
| 4/3/2021 | RB | 19c Prepare AP payments | | 1.40 | 0.00 |
| 4/4/2021 | RB | 19c Prepare AP payments | | 0.70 | 0.00 |
| 4/5/2021 | CD | 19c Receive and review mail, scan and distribute as needed. | | 1.40 | 0.00 |
| 4/5/2021 | CD | 19c Input payables checks in register. | | 1.40 | 0.00 |
| 4/6/2021 | CD | 19c Receive and review mail, scan and distribute as needed. | | 0.80 | 0.00 |
| 4/6/2021 | CD | 19c Update payables register with invoices received | | 0.30 | 0.00 |
| 4/7/2021 | RB | 19c Prepare AP payments | | 0.60 | 0.00 |
| 4/7/2021 | CD | 19c Input payables check in register | | 0.20 | 0.00 |
| 4/7/2021 | CD | 19c Prepare payables checks and input in register. | | 0.80 | 0.00 |
| 4/8/2021 | RB | 19c Prepare AP payments | | 2.40 | 0.00 |
| 4/8/2021 | CD | 19c Input payables checks in register | | 1.10 | 0.00 |
| 4/8/2021 | CD | 19c Receive and review payables mail, scan and distribute as needed. | | 1.20 | 0.00 |
| 4/9/2021 | CD | 19c Input payables checks in register | | 0.20 | 0.00 |
| 4/12/2021 | CD | 19c Update payables register with invoices received. | | 0.30 | 0.00 |
| 4/12/2021 | CD | 19c Review Verizon bill online | | 0.10 | 0.00 |
| 4/12/2021 | CD | 19c Receive and review payables invoices in mail, scan and distribute as needed. Call Aqua PA on status of water accounts for lots sold. | | 1.30 | 0.00 |
| 4/14/2021 | CD | 19c Prepare payables checks, scan and input in register. | | 3.00 | 0.00 |
| 4/14/2021 | CD | 19c Update payables register with invoices received | | 0.10 | 0.00 |
| 4/15/2021 | RB | 19c Prepare AP checks | | 0.20 | 0.00 |
| 4/15/2021 | CD | 19c Receive and review payables invoices in mail, scan and distribute as needed. | | 1.10 | 0.00 |
| 4/15/2021 | CD | 19c Update payables register with invoices received. | | 0.20 | 0.00 |
| 4/16/2021 | RB | 19c Prepare AP checks | | 0.40 | 0.00 |
| 4/16/2021 | CD | 19c Input payables checks in register. | | 2.20 | 0.00 |
| 4/16/2021 | CD | 19c Update payables register with invoices received. | | 0.30 | 0.00 |
| 4/17/2021 | RB | 19c Prepare AP payments | | 0.80 | 0.00 |
| 4/19/2021 | CD | 19c Input payables checks in register from RB and prepare additional payables checks. | | 2.30 | 0.00 |
| 4/19/2021 | CD | 19c Update payables register with invoices received | | 0.20 | 0.00 |
| 4/19/2021 | CD | 19c Review payables mail received, scan and distribute as needed. | | 0.50 | 0.00 |
| 4/20/2021 | CD | 19c Review copy of FedEx airbill from Leonard. Call FedEx to dispute shipment charges. Email to KOH re results of call to FedEx. | | 0.50 | 0.00 |
| 4/20/2021 | CD | 19c Process sale related deposits. | | 1.20 | 0.00 |
| 4/20/2021 | CD | 19c Review Verizon bill, Prepare payables checks | | 0.30 | 0.00 |
| 4/21/2021 | CD | 19c Call Aqua PA re account for sold townhome | | 0.10 | 0.00 |
| 4/21/2021 | CD | 19c Update payables register with invoices received. | | 0.20 | 0.00 |
| 4/21/2021 | CD | 19c Prepare payables checks and update register and files | | 1.70 | 0.00 |
| 4/22/2021 | CD | 19c Update payables register with invoices received. | | 0.20 | 0.00 |
| 4/22/2021 | CD | 19c Receive and review payables invoices in mail, scan and distribute as needed. | | 0.90 | 0.00 |
| 4/23/2021 | RB | 19c Prepare AP checks | | 1.80 | 0.00 |
| 4/23/2021 | CD | 19c Prepare payables check and input in register. Review payables invoices and update payables due | | 0.60 | 0.00 |

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| 4/24/2021 | RB | 19c Prepare AP payments | 0.70 | 0.00 |
| 4/26/2021 | RB | 19c Call with Core & Main re: delivery of product and payment method for same | 0.10 | 0.00 |
| 4/26/2021 | RB | 19c Prepare AP payments | 2.40 | 0.00 |
| 4/26/2021 | CD | 19c Receive and review invoices received by mail, scan and distribute as needed. Input payables checks written by RB in registers. | 5.50 | 0.00 |
| 4/27/2021 | RB | 19c Preparation of AP checks | 2.10 | 0.00 |
| 4/27/2021 | CD | 19c Update payables register with invoices received. | 1.00 | 0.00 |
| 4/27/2021 | CD | 19c Prepare payables check and input in register. | 1.20 | 0.00 |
| 4/28/2021 | RB | 19c Preparation of AP checks | 2.30 | 0.00 |
| 4/28/2021 | CD | 19c Input payables checks in register and update files. | 3.40 | 0.00 |
| 4/28/2021 | CD | 19c Receive and review payables invoices received in the mail, scan and distribute as needed. | 0.80 | 0.00 |
| 4/29/2021 | CD | 19c Input payables checks in register. | 0.40 | 0.00 |
| 4/29/2021 | CD | 19c Update payables register with invoices received | 0.20 | 0.00 |
| 4/29/2021 | CD | 19c Prepare and process payables payment for meter pits. | 1.00 | 0.00 |
| 4/30/2021 | RB | 19c Prepare AP checks | 0.70 | 0.00 |
| 4/30/2021 | CD | 19c Update payables files. | 0.90 | 0.00 |
| 4/30/2021 | CD | 19c Input payables checks in register written by RB | 0.70 | 0.00 |
| 4/30/2021 | CD | 19c Receive and review payables invoices received in the mail, scan and distribute as needed. | 0.50 | 0.00 |
| 5/1/2021 | RB | 19c Prepare AP payments | 0.60 | 0.00 |
| 5/3/2021 | RB | 19c Prepare AP payments | 1.10 | 0.00 |
| 5/3/2021 | CD | 19c Receive and review payables invoice & contractor statement. | 0.20 | 0.00 |
| 5/3/2021 | CD | 19c Prepare payables check and input multiple payables checks in register. | 0.70 | 0.00 |
| 5/3/2021 | CD | 19c Update payables register with invoices received. | 0.60 | 0.00 |
| 5/3/2021 | CD | 19c Receive and review payables invoices in mail. Scan and distribute as needed. | 0.30 | 0.00 |
| 5/4/2021 | CD | 19c Input payables checks in register. | 0.70 | 0.00 |
| 5/4/2021 | CD | 19c Receive and review payables invoices received in the mail, scan and distribute as needed. | 0.60 | 0.00 |
| 5/4/2021 | CD | 19c Review Core & Main invoice received by email. | 0.10 | 0.00 |
| 5/5/2021 | CD | 19c Review Core & Main cash tickets and charges. | 0.30 | 0.00 |
| 5/5/2021 | CD | 19c Update payables register with invoices received. | 0.10 | 0.00 |
| 5/5/2021 | CD | 19c Review and preparation of payables checks. | 1.00 | 0.00 |
| 5/6/2021 | RB | 19c Prepare AP checks | 0.60 | 0.00 |
| 5/6/2021 | CD | 19c Update payables register with invoices received. | 0.70 | 0.00 |
| 5/6/2021 | CD | 19c Prepare payables checks and input in register. | 0.30 | 0.00 |
| 5/6/2021 | CD | 19c Review email correspondence re bond increase. | 0.10 | 0.00 |
| 5/6/2021 | CD | 19c Receive and review payables mail received, scan and distribute as needed. | 0.50 | 0.00 |
| 5/7/2021 | CD | 19c Input payables checks in register from RB | 0.30 | 0.00 |
| 5/7/2021 | CD | 19c Update payables register with invoices received. | 0.50 | 0.00 |
| 5/9/2021 | RB | 19c Prepare AP payments | 2.30 | 0.00 |
| 5/10/2021 | CD | 19c Input payables checks from RB | 0.10 | 0.00 |
| 5/10/2021 | CD | 19c Receive and review payables mail received, scan and distribute as needed. | 2.70 | 0.00 |
| 5/10/2021 | CD | 19c Review FedEx bill for shipment charges. | 0.30 | 0.00 |
| 5/11/2021 | CD | 19c Update payables register with invoices received. | 0.20 | 0.00 |
| 5/11/2021 | CD | 19c Update check register for payables payment. Input payables checks in register. | 1.80 | 0.00 |
| 5/13/2021 | CD | 19c Prepare FedEx check and update register. | 0.60 | 0.00 |
| 5/14/2021 | CD | 19c Receive and review payables mail, scan and distribute as needed. | 1.30 | 0.00 |
| 5/14/2021 | CD | 19c Update payables register with invoices received. | 0.60 | 0.00 |
| 5/15/2021 | RB | 19c Prepare AP payments | 0.80 | 0.00 |
| 5/17/2021 | CD | 19c Input payables checks from RB in register. Prepare and input payables checks | 1.50 | 0.00 |
| 5/17/2021 | CD | 19c Update payables register with invoices received. | 0.20 | 0.00 |
| 5/18/2021 | RB | 19c Prepare AP payments | 2.20 | 0.00 |
| 5/18/2021 | CD | 19c Receive and review payables related mail received. Scan and distribute as needed. | 1.10 | 0.00 |
| 5/18/2021 | CD | 19c Input payables checks from RB in register. | 1.80 | 0.00 |
| 5/18/2021 | CD | 19c Update payables register with invoices received. | 0.30 | 0.00 |
| 5/19/2021 | RB | 19c Prepare AP payments | 1.20 | 0.00 |
| 5/19/2021 | CD | 19c Review transactions on Bohler invoice received by email, distribute as needed. | 0.10 | 0.00 |

| 5/19/2021 | CD | 19c Input payables checks from RB in register. | | 0.90 | 0.00 |
|-----------|----|---|--|------|------|
| 5/20/2021 | CD | 19c Update payables register with invoices received | | 0.50 | 0.00 |
| 5/20/2021 | CD | 19c Prepare payables check and input in register. | | 0.60 | 0.00 |
| 5/20/2021 | CD | 19c Receive and review payables mail, scan and distribute as needed. | | 1.00 | 0.00 |
| 5/21/2021 | RB | 19c Prepare AP payments | | 1.70 | 0.00 |
| 5/21/2021 | CD | 19c Review emails received for contractor back to January for invoices. | | 0.20 | 0.00 |
| 5/21/2021 | CD | 19c Update payables register with invoices received | | 0.10 | 0.00 |
| 5/24/2021 | RB | 19c Prepare AP payments | | 0.40 | 0.00 |
| 5/24/2021 | CD | 19c Prepare payables check and input payables checks written by RB | | 1.20 | 0.00 |
| 5/24/2021 | CD | 19c Update payables register with invoices received. | | 0.10 | 0.00 |
| 5/24/2021 | CD | 19c Receive and review payables mail, scan and distribute as needed. | | 0.90 | 0.00 |
| 5/25/2021 | CD | 19c Input payables checks | | 0.40 | 0.00 |
| 5/25/2021 | CD | 19c Prepare FedEx & PECO checks, update register. | | 0.90 | 0.00 |
| 5/26/2021 | RB | 19c Preparation of AP payments | | 0.40 | 0.00 |
| 5/26/2021 | CD | 19c Update payables register with invoices received. | | 0.40 | 0.00 |
| 5/27/2021 | RB | 19c Preparation of AP payments | | 1.10 | 0.00 |
| 5/27/2021 | RB | 19c Call with Carol Davis re: coordination of accounts payable preparation | | 0.70 | 0.00 |
| 5/27/2021 | CD | 19c Input payables checks written by RB in register. | | 1.20 | 0.00 |
| 5/27/2021 | CD | 19c Call with RB re preparation of accounts payable | | 0.70 | 0.00 |
| 5/27/2021 | CD | 19c Update payables register with invoices received | | 0.50 | 0.00 |
| 5/27/2021 | CD | 19c Receive and review payables mail, scan and distribute as needed. | | 1.60 | 0.00 |
| 5/28/2021 | RB | 19c Call with Carol Davis re: coordination of accounts payable preparation | | 0.20 | 0.00 |
| 5/28/2021 | RB | 19c Preparation of AP payments | | 0.20 | 0.00 |
| 5/28/2021 | CD | 19c Input payables checks in register. | | 3.90 | 0.00 |
| 5/28/2021 | CD | 19c Update payables register with invoices received | | 1.20 | 0.00 |
| 5/28/2021 | CD | 19c Call with RB re accounts payable issues | | 0.20 | 0.00 |
| 5/28/2021 | CD | 19c Review previous payments and invoices for contractor | | 0.50 | 0.00 |
| 6/1/2021 | RB | 19c Preparation of various check payments & transmittal of same | | 0.20 | 0.00 |
| 6/1/2021 | CD | 19c Input payables checks written by RB in register. | | 2.30 | 0.00 |
| 6/1/2021 | CD | 19c Update payables register with invoices received. | | 0.20 | 0.00 |
| 6/1/2021 | CD | 19c Receive and review payables mail, scan and distribute as needed. | | 0.60 | 0.00 |
| 6/1/2021 | CD | 19c Prepare payables checks. | | 0.10 | 0.00 |
| 6/2/2021 | RB | 19c Preparation of various check payments & transmittal of same | | 0.30 | 0.00 |
| 6/2/2021 | CD | 19c Input payables checks in register. | | 0.30 | 0.00 |
| 6/2/2021 | CD | 19c Receive and review payables mail, scan and distribute as needed. | | 0.80 | 0.00 |
| 6/2/2021 | CD | 19c Update payables register with invoices received | | 0.10 | 0.00 |
| 6/3/2021 | RB | 19c Preparation of various check payments & transmittal of same | | 1.30 | 0.00 |
| 6/3/2021 | CD | 19c Input payables checks written by RB in register. | | 0.40 | 0.00 |
| 6/3/2021 | CD | 19c Update payables register with invoices received. Review statement received from GE Appliances. | | 0.30 | 0.00 |
| 6/4/2021 | RB | 19c Preparation of various check payments & transmittal of same | | 0.80 | 0.00 |
| 6/4/2021 | CD | 19c Input payables checks written by RB in register. Prepare payables checks, scan and input in register. | | 1.10 | 0.00 |
| 6/4/2021 | CD | 19c Receive and review payables mail, scan and distribute as needed. | | 0.50 | 0.00 |
| 6/4/2021 | CD | 19c Review bank account and confirm proceeds from sale received. Input sale transactions in register and sales summary. Review sales summary and documents, update sales summary. | | 1.50 | 0.00 |
| 6/4/2021 | CD | 19c Update payables register with invoices received. | | 0.10 | 0.00 |
| 6/6/2021 | RB | 19c Preparation of various check payments | | 0.90 | 0.00 |
| 6/7/2021 | RB | 19c Preparation of various check payments & transmittal of same | | 0.40 | 0.00 |
| 6/7/2021 | CD | 19c Input paybles checks written by RB in register. Prepare payables checks, scan and input in register. | | 1.30 | 0.00 |
| 6/7/2021 | CD | 19c Update payables register with invoices received. | | 0.70 | 0.00 |
| 6/7/2021 | CD | 19c Review Verizon website to try to get bill information, | | 0.10 | 0.00 |
| 6/7/2021 | CD | 19c Review sale addendums for upgrades and additional funds due, update sales summary worksheet. | | 0.50 | 0.00 |
| 6/8/2021 | CD | 19c Input payables checks written by RB in register. | | 0.40 | 0.00 |
| 6/8/2021 | CD | 19c Review email with copy of Aqua PA refund check. | | 0.10 | 0.00 |
| 6/8/2021 | CD | 19c Update payables register with invoices received. | | 0.10 | 0.00 |
| 6/8/2021 | CD | 19c Receive and review payables mail, scan and distribute as needed. | | 1.20 | 0.00 |
| 6/8/2021 | CD | 19c Review email correspondence re charges for water meter pits | | 0.10 | 0.00 |
| 6/8/2021 | CD | 19c Calls with Leonard White re Verizon phone/internet in Lots 39 & 57 and Aqua PA water bills | | 0.60 | 0.00 |

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| 6/8/2021 | CD | 19c Call with Aqua PA to get status on accounts for units sold. Email to LW re contacting buyers regarding change of water service. Update utility summary worksheet. | 1.60 | 0.00 |
| 6/8/2021 | CD | 19c Review email correspondence re status of unit sale. | 0.10 | 0.00 |
| 6/8/2021 | CD | 19c Update sales summary for Lot 57 AOS | 0.20 | 0.00 |
| 6/9/2021 | RB | 19c Preparation of AP checks and transmittal of same | 1.80 | 0.00 |
| 6/9/2021 | CD | 19c Email correspondence to bank re check amount posted in error | 0.10 | 0.00 |
| 6/9/2021 | CD | 19c Update payables register with invoices received. | 1.30 | 0.00 |
| 6/10/2021 | RB | 19c Prep of AP checks & related documentation | 0.40 | 0.00 |
| 6/10/2021 | CD | 19c Input payables checks written by RB in register. | 0.50 | 0.00 |
| 6/11/2021 | RB | 19c Prep of AP checks & related documentation | 0.90 | 0.00 |
| 6/14/2021 | CD | 19c Receive and review payables mail, scan and distribute as needed. | 1.20 | 0.00 |
| 6/14/2021 | CD | 19c Input payables checks written by RB in register. | 0.60 | 0.00 |
| 6/14/2021 | CD | 19c Update payables register with invoices received. | 0.50 | 0.00 |
| 6/15/2021 | RB | 19c Preparation and transmittal of AP payments | 1.40 | 0.00 |
| 6/15/2021 | CD | 19c Update payables register with invoices received | 0.30 | 0.00 |
| 6/15/2021 | CD | 19c Update payables register with invoices received. | 0.20 | 0.00 |
| 6/15/2021 | CD | 19c Call Aqua PA re update invoice balances. Prepare Aqua PA and PECO checks and update registers. | 2.20 | 0.00 |
| 6/16/2021 | CD | 19c Input payables checks written by RB in register. | 0.50 | 0.00 |
| 6/16/2021 | CD | 19c Receive and review payables mail, scan and distribute as needed. | 0.70 | 0.00 |
| 6/16/2021 | CD | 19c Update payables register with invoices received. | 0.10 | 0.00 |
| 6/17/2021 | RB | 19c Preparation of AP payments & related follow-up documentation | 1.40 | 0.00 |
| 6/17/2021 | CD | 19c Update payables register with invoices received. | 0.20 | 0.00 |
| 6/17/2021 | CD | 19c Receive payables invoice, forward as needed. | 0.10 | 0.00 |
| 6/18/2021 | RB | 19c Preparation of AP payments & related follow-up documentation | 1.80 | 0.00 |
| 6/18/2021 | CD | 19c Input payables checks written by RB in register. Prepare payables checks, input in remittance advice, scan and input in register. | 2.50 | 0.00 |
| 6/18/2021 | CD | 19c Update payables register with invoices received. | 0.60 | 0.00 |
| 6/19/2021 | RB | 19c Work on contractor payables | 2.30 | 0.00 |
| 6/21/2021 | CD | 19c Update payables register and remittance advice with invoices received. | 0.50 | 0.00 |
| 6/21/2021 | CD | 19c Input payables checks from RB in register. | 0.70 | 0.00 |
| 6/21/2021 | CD | 19c Receive and review payables mail, scan and distribute as needed. | 2.90 | 0.00 |
| 6/21/2021 | CD | 19c Email correspondence with Leonard White re confirmation of shipments billed by FedEx | 0.30 | 0.00 |
| 6/22/2021 | CD | 19c Review payables invoices, update payables register with invoices received. | 1.10 | 0.00 |
| 6/22/2021 | CD | 19c Input payables checks written by RB in register. | 1.30 | 0.00 |
| 6/23/2021 | RB | 19c Preparation of AP checks and related transmittal | 1.80 | 0.00 |
| 6/23/2021 | CD | 19c Update payables register with invoices received. | 0.10 | 0.00 |
| 6/23/2021 | CD | 19c Prepare payables checks and input in register. Input RB checks in register. | 0.70 | 0.00 |
| 6/23/2021 | CD | 19c Update payables files. | 1.80 | 0.00 |
| 6/24/2021 | RB | 19c Prep of AP checks | 2.10 | 0.00 |
| 6/24/2021 | RB | 19c Preparation of AP checks and related transmittal | 2.40 | 0.00 |
| 6/24/2021 | CD | 19c Input payables checks written by RB | 1.40 | 0.00 |
| 6/24/2021 | CD | 19c Updates payables register with invoices received. Process payables mail. | 0.70 | 0.00 |
| 6/25/2021 | RB | 19c Prep of AP checks | 1.60 | 0.00 |
| 6/25/2021 | CD | 19c Update payables register with invoices received. | 0.30 | 0.00 |
| 6/25/2021 | CD | 19c Input payables checks written by RB in register. Prepare payables checks and input in register. | 3.60 | 0.00 |
| 6/28/2021 | CD | 19c Update payables register with invoices received. | 0.40 | 0.00 |
| 6/28/2021 | CD | 19c Receive and review payables mail, scan and distribute as needed. | 1.20 | 0.00 |
| 6/29/2021 | CD | 19c Email to PECO customer service to update Bldg 1 billing addresses | 0.20 | 0.00 |
| 6/29/2021 | CD | 19c Call Verizon re notice of non payment. Verizon to note account no payment due, credit to be applied to account | 0.20 | 0.00 |
| 6/29/2021 | CD | 19c Update payables register with invoices received. Review contractor invoice related to previous invoices | 0.50 | 0.00 |
| 6/29/2021 | CD | 19c Input payables checks in register written by RB | 0.10 | 0.00 |
| 6/30/2021 | RB | 19c Prep of accounts payable payments and transmittal of same | 1.80 | 0.00 |
| 7/1/2021 | RB | 19c Prep of AP payments and transmittal of same | 0.20 | 0.00 |
| 7/1/2021 | CD | 19c Input payables checks written by RB | 0.80 | 0.00 |
| 7/1/2021 | CD | 19c Review contractor statement to confirm payments issued | 0.10 | 0.00 |
| 7/2/2021 | RB | 19c Prep of AP payments and transmittal of same | 1.40 | 0.00 |
| 7/2/2021 | CD | 19c Update payables register with invoices received. | 0.40 | 0.00 |

Island View Crossing II, LP - NM

| 7/2/2021 | CD | 19c Input payables checks written by RB | 1.10 | 0.00 |
|--------------|----|---|----------------|-------------|
| 7/2/2021 | CD | 19c Call with KOH re new format for monthly operating reports | 0.30 | 0.00 |
| 7/3/2021 | CD | 19c Receive and review payables mail, scan and distribute as needed. | 0.50 | 0.00 |
| 7/6/2021 | CD | 19c Review contractor statement of outstanding invoices. Update payables register with invoices received. | 1.10 | 0.00 |
| 7/6/2021 | CD | 19c Review payables mail received. | 0.40 | 0.00 |
| 7/6/2021 | CD | 19c Input payables checks in register. | 0.30 | 0.00 |
| 7/7/2021 | CD | 19c Prepare payables checks and input in register. | 1.20 | 0.00 |
| 7/8/2021 | RB | 19c Prep of AP payments and transmittal of same | 1.80 | 0.00 |
| 7/8/2021 | CD | 19c Receive and review payables mail. | 0.90 | 0.00 |
| 7/9/2021 | CD | 19c Input payables checks written by RB in register. | 1.30 | 0.00 |
| 7/12/2021 | CD | 19c Review payables invoices by mail and emails. | 0.50 | 0.00 |
| 7/13/2021 | RB | 19c Work on preparation of AP payments | 0.20 | 0.00 |
| 7/13/2021 | CD | 19c Prepare payables checks and input in register. | 0.50 | 0.00 |
| 7/13/2021 | CD | 19c Update payables register with invoices received. | 0.10 | 0.00 |
| 7/13/2021 | CD | 19c Input payables checks in registers, update registers. | 1.40 | 0.00 |
| 7/14/2021 | RB | 19c Prep of AP payments | 0.30 | 0.00 |
| 7/14/2021 | CD | 19c Update payables register with invoices received. | 0.20 | 0.00 |
| 7/14/2021 | CD | 19c Review contractor payments issued to date. | 0.30 | 0.00 |
| 7/15/2021 | CD | 19c Input payables checks written by RB in register and update expense detail in register. | 3.30 | 0.00 |
| 7/15/2021 | CD | 19c Update payables register with invoices received. | 0.20 | 0.00 |
| 7/16/2021 | CD | 19c Receive and review payables mail | 1.50 | 0.00 |
| 7/16/2021 | CD | 19c Input payables checks written by RB in register. | 1.10 | 0.00 |
| 7/19/2021 | CD | 19c Prepare payables check and input in register. Input payables checks written by RB in register. | 0.30 | 0.00 |
| 7/19/2021 | CD | 19c Receive and review payables mail, scan and distribute as needed. | 1.00 | 0.00 |
| 7/20/2021 | RB | 19c Preparation of accounts payable payments and transmittal of same | 0.80 | 0.00 |
| 7/20/2021 | RB | 19c Preparation of AP payments | 0.90 | 0.00 |
| 7/20/2021 | CD | 19c Update payables register with invoices received. | 0.50 | 0.00 |
| 7/21/2021 | RB | 19c Preparation of accounts payable payments and transmittal of same | 1.70 | 0.00 |
| 7/21/2021 | CD | 19c Preparation of payables check and input in register. | 0.60 | 0.00 |
| 7/21/2021 | CD | 19c Receive and review payables invoices. Email to Leonard White re electric and gas bill for sold unit | 1.50 | 0.00 |
| 7/21/2021 | CD | 19c Input payables checks and update payables register. | 1.70 | 0.00 |
| 7/22/2021 | CD | 19c Input payables checks from RB in register. | 1.00 | 0.00 |
| 7/22/2021 | CD | 19c Update payables register with invoices received | 0.10 | 0.00 |
| 7/23/2021 | RB | 19c Preparation of accounts payable payments and transmittal of same | 2.40 | 0.00 |
| 7/23/2021 | CD | 19c Prepare payables checks and input in register. | 0.70 | 0.00 |
| 7/23/2021 | CD | 19c Receive and review payables mail, scan and distribute as needed. | 0.80 | 0.00 |
| 7/23/2021 | CD | 19c Update payables register with invoices received. Contact vendor re updated email contact info for invoices. | 0.70 | 0.00 |
| 7/23/2021 | CD | 19c Input payables check from RB in register. | 1.80 | 0.00 |
| 7/24/2021 | RB | 19c Prep of AP checks and transmittal of same | 0.60 | 0.00 |
| 7/25/2021 | RB | 19c Prep of AP checks | 0.20 | 0.00 |
| 7/26/2021 | RB | 19c Prep of AP checks | 0.20 | 0.00 |
| 7/26/2021 | CD | 19c Input payables checks from RB in register. | 0.80 | 0.00 |
| 7/26/2021 | CD | 19c Update payables register with invoices received. | 0.20 | 0.00 |
| 7/27/2021 | RB | 19c Call with Fiona re: escrow deposit issues | 0.10 | 0.00 |
| 7/27/2021 | RB | 19c Prep of AP payments | 0.90 | 0.00 |
| 7/27/2021 | CD | 19c Input payables checks in register. | 0.20 | 0.00 |
| 7/27/2021 | CD | 19c Receive and review payables invoices by mail, scan and distribute as needed. | 2.10 | 0.00 |
| 7/28/2021 | RB | 19c Preparation of AP checks | 0.20 | 0.00 |
| 7/28/2021 | CD | 19c Update payables register with invoices received. | 1.30 | 0.00 |
| 7/29/2021 | CD | 19c Update payables register with invoices received. | 0.40 | 0.00 |
| 7/29/2021 | CD | 19c Prepare and process payables checks. | 0.80 | 0.00 |
| 7/30/2021 | RB | 19c Prep of AP payments | 0.90 | 0.00 |
| 7/30/2021 | CD | 19c Email correspondence with Leonard White re Patio payment | 0.10 | 0.00 |
| 7/30/2021 | CD | 19c Receive and review payables mail. | 0.80 | 0.00 |
| Total | | Reporting - A/P | 1,625.3 | 0.00 |

For Professional Services Rendered:

RB **Ralph Brotherton**
CD **Carol Davis**

Total Hours Worked

680.90
944.40

RB **Ralph Brotherton**
CD **Carol Davis**

Rate

\$250/hr
\$175/hr

Total Hours Billed

0.00
0.00
\$0.00
\$0.00

RB **Ralph Brotherton**
CD **Carol Davis**

Total Hours Not Billed

680.90
944.40